



Community Right to Challenge – Expression of Interest Guidance

Expression of Interest Form Guidance

Reference Number:

Before submitting this form you **MUST** contact the Council to discuss your intentions and obtain a reference number. The reference number will allow the Council to track the Expression of Interest through the review process.

To obtain a reference number please contact:

Jason Swann
Commercial Project Officer
Commercial Services

Tel: 0114 205 3186
Email: jason.swann@sheffield.gov.uk

Section 1: Details of service/contract which expressing an interest for

- a) Details of existing service contracts can be found on:
<https://www.sheffield.gov.uk/business-economy/contracts/current.html>
- b) What is the contract for, what type of service does it deliver and who to? It is important that we identify the correct service which you wish to run, this will support any information you submitted for the above.
- c) Do you want to run all or part of the service i.e. just the part that operates in a certain area of the city.
- d) Does the service cover the whole of the city or just one area/part of it, what is the geographical location?

Section 2: Relevant Body Organisation Details

- a) Lead contact/person responsible for submitting the form
- b) Name of the main/lead organisation submitting the form, if form is being submitted by two or more employees their names should go in this section.
- c) Select the most applicable and delete the remaining Relevant Bodies from the list
- d) Relevant Bodies are asked to prove that they meet the definition of a Relevant Body. Evidence that your organisation meets the definition of a Relevant Body could include your Charity Number, articles of association, registration with Companies House, registration with the Financial Services Authority

etc. You can submit any supporting documents with this form, but please ensure you reference it in the expression of interest form.

Further information is provided in the Statutory Guidance for the below website:

<http://www.communities.gov.uk/publications/communities/righttochallenge/guide>

The Statutory Guidance states that organisations who provide contracts for local authorities would normally be expected to be incorporated with limited liability. However, it is not essential for the Relevant Body to be incorporated by the time the expression of interest is submitted. If your expression of interest is accepted, the Government suggest that the time between acceptance and the start of the procurement exercise will allow time to arrange incorporation. If you plan to do this, please explain in this section. Similarly for expressions of interest submitted by staff, you are not required to have formalised all the arrangements for forming an employee-led structure to run the service, but you must do so by the time any procurement exercise begins. If this is the case, please explain in this section.

- e) Insert the business address of the relevant body, if it is two or more employees please put at least one address by which you can be contacted by.
- f) Insert a telephone number which can be used for the lead contact of the expression of interest form, if it is two or more employees provide at least one telephone number.
- g) Insert an email address which can be used for the lead contact of the expression of interest form, if it is two or more employees provide at least one email address.

Section 3: Consortium and/or subcontractor details (only complete if applicable)

- a. Relevant Bodies are allowed to submit an expression of interest in partnership with one or more other organisations which are not required to meet the definition of a Relevant Body. If you are submitting the expression of interest as a consortium, you are required to provide information about all members of the consortium or partnership.
- b. You may be proposing to use sub-contractors to provide or assist in providing the service that the expression of interest relates to. It is not necessary for any sub-contractors you propose to use to meet the definition of a Relevant Body. If you are submitting the expression of interest as a consortium, you are required to provide information about them.
- c. Demonstrate that you have the capacity to deliver the service to ensure service delivery is maintained and or improved.

Section 4: Financial Resources

Please Note:

Financial information must be provided by all members of a consortium and each sub-contractor if you propose to deliver a service in this way.

- a) Please indicate the financial standing of your organisation in order to demonstrate financial sustainability
- b) Demonstrate your ability to pass any pre-qualification questionnaire required in procurement activity and ability to run the service if you were to win the tender.

Section 5: Capacity to deliver the service at procurement stage

Please note:

Information about capability to provide or assist in providing the service must also be given for all members of a consortium and each subcontractor if you propose to deliver a service in this way.

- a) Explain what objectives the relevant body and or consortium/sub-contractor have in being able to deliver the proposed service.
- b) Demonstrate what skills and experience you have to show that you have the ability to deliver the proposed service
- c) Identify any existing accreditations and qualifications required to deliver the service and whether you have or intend to attain them.
- d) Add any additional information which demonstrates your capacity to deliver this service at procurement stage.

Section 6: Aims and objectives by proposed change in provision

Please note:

Information about capability to provide or assist in providing the service must also be given for all members of a consortium and each subcontractor if you propose to deliver a service in this way.

- a) Try and ensure you include specific, measurable, achievable, realistic, time-related, targets in your response to enable Sheffield City Council to gauge the opportunities posed by you.
- b) We are also required to consider these factors when carrying out any subsequent procurement exercises. This obligation is also reflected in the Public Services (Social Value Act) 2012 when it comes into force. Expressions of interest should demonstrate how the proposal might offer the social, economic or environmental benefits to the community and take into account social considerations, over and above the provision of the service.
- c) Demonstrate how you will deliver outcomes that meet the needs of users of the relevant service, you may refer to evidence such as needs assessments prepared by Sheffield City Council, or other sources. This may for example, include a survey of service users conducted by the relevant body itself – these can be attached as supporting evidence, please sure they are submitted at the same time as this form and clearly reference and that the document title matches the reference on the form.
- d) Any addition relevant information to support your proposal please add in this section.

Section 7: Where the relevant body/proposer consist of Sheffield City Council employees (only complete if applicable)

- a) Level of engagement should be appropriate and proportionate to the size and nature of the service and the number of employees directly affected by the Expression of Interest. There is no requirement for a ballot to demonstrate support for a proposal under the Community Right to Challenge.



Community Right to Challenge – Expression of Interest Form

This template is the standard template by which all expressions of interest made in relation to Community Right to Challenge for Sheffield City Council.

This form should be completed for each expression of interest being submitted for a Sheffield City Council service.

Prior to completing please note the window to submit expressions of interest in case this has temporarily been closed.

All compulsory sections of this form must be completed prior to submission, compulsory questions are indication in the left hand column with *.

The information you provide in this form (and any referenced supporting material) will be the basis upon which Sheffield City Council will reject, ask to modify or accept your expression of interest. If any information is provided beyond the information requested here, it will not be used as grounds to accept or reject your expression of interest.

Please note submission of this form does not guarantee its acceptance by Sheffield City Council, who may still rejected it on grounds set out in the guidance document which accompanies this form.

*REFERENCE NUMBER:	
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1	Details of service/contract which expressing an interest for	
* a)	Name of the Sheffield City Council service or contract:	
b)	Type of service delivered (if known):	
* c)	Is this Expression of Interest to deliver all or part of a service or contract (if part please explain which element):	
* d)	Geographical location of the service	
2	Relevant Body - Organisation Details	
* a)	Name of person submitting the form:	
b)	Name of Lead Organisation (if applicable):	
* c)	Which type of relevant body is your organisation (delete as appropriate)	<i>Voluntary or Community body</i> <i>A body of persons or a trust which is established for charitable purposes only</i> <i>A parish council</i>

		<i>Two or more employees of the relevant authority</i>
* d)	Please provide evidence that your organisation is a relevant body (as outlined in the guidance B and listed above)	
* e)	Lead organisation/Contact Address: [first line address] [second line address] [area/city] [postcode] [country]	
* f)	Contact telephone number for applicant:	
* g)	Contact email for applicant:	
h)	Company Registration Number (if applicable)	
3	Consortium and/or subcontractor details (if applicable)	
a)	If you are submitting this expression of interest as a consortium with other organisations, please provide: I. Name(s) II. Address III. Contact telephone number(s) IV. Percentage shareholdings if a consortium V. Date partnership/consortium established	
b)	If you propose to use any sub-contractors to deliver the service, please provide: I. Name(s) II. Address III. Contact telephone number(s) IV. Date subcontract established V. Involvement subcontractor will have VI. Company Registration Number (if applicable)	
c)	Number of employees within the Potential Provider's organisation (including consortia members or named sub-contractors where appropriate) relevant to the carrying out of services/works and/or delivery of goods similar to those required for this service:	

4	Financial Resources	
	<u>Information in this section is also required for all members of a consortium and each subcontractor if you propose to deliver a service in this way.</u>	
* a)	Is your organisation and/or consortium or subcontractors financially stable	
* b)	Please submit a copy of the following: Business plan (in summary) Copies of accounts – last financial years if contract value is less than £50k; last two financial years if contract value is between £50k and £150k; and the last three financial years if contract value is over £150k Details of a principle banker who can provide a reference Details of Public Liability insurance; Employers Liability insurance and Professional Indemnity	
5	Capacity to deliver the service at procurement stage	
	<u>Information in this section is also required for all members of a consortium and each subcontractor if you propose to deliver a service in this way.</u>	
* a)	Information about your organisation’s objectives:	
* b)	Skills and Experience relevant in providing or assisting in providing the service:	
* c)	How you will meet any specific requirements relating to the service you are interested in providing, for example accreditation to governing bodies:	
d)	Any other relevant additional information, including evidence that demonstrates that by the time of any procurement exercise the relevant body and consortium/subcontract submitting the expression of interest will be capable of providing or assisting in providing the relevant service :	
6	Aims and objectives by proposed change in provision	
	<u>Information in this section is also required for all members of a consortium and each subcontractor if you propose to deliver a service in this way.</u>	
* a)	Please provide information about the outcomes to be achieved by the relevant body and or consortium providing or assisting in the provision of the proposed service:	
* b)	Demonstrate how your provision of the service will promote or improve the social, economic or environmental wellbeing of the local authority’s area:	
* c)	How will you meet the needs of the users of the relevant service:	

d)	Any other information you would like us to consider about relevant aims and objectives by proposed change in provision:	
7	Where the relevant body/proposer consist of Sheffield City Council employees (if applicable)	
* a)	How do you propose to engage other employees of Sheffield City Council who are affected by this expression of interest.	

Completed By: Name: Organisation:	
Position:	
Date:	