

About your organization

Only certain types of organisation are allowed to submit an expression of interest. We need to be sure that applicants meet the criteria set by the government. Evidence that your organization meets the definition of a 'relevant body' might include a charity number, articles of association, registration with Companies House or with the Financial Services Authority.

The government guidance states that organizations which provide a service under contract to the council will normally be expected to be incorporated with limited liability. However, it is not necessary for the applicant to be incorporated at the time the expression of interest is submitted – this can be completed in the period between acceptance of the expression of interest and the start of the procurement process.

This is also the case for expressions of interest submitted by groups of council staff. Here, assuming the expression of interest is accepted, the formal arrangements for an employee-led structure need to have been completed by the time the procurement starts.

Consortia

Only the organisation submitting the expression of interest needs to meet the definition of a 'relevant body.' You may submit an expression of interest in partnership with one or more others. But if you do this you need to tell us about each such member of the consortium.

Sub-contractors

Any sub-contractors which you intend to use in delivering the service do not need to meet the definition of a 'relevant body.' But you must tell us about each proposed sub-contractor.

The proposed service

The expression of interest might be in an existing council service, whether delivered under contract or in-house. Or it might be a new service that you have identified. Please outline what service you are proposing and whether it would cover the whole of North Somerset or a part of it.

Financial information

You should show that you have thought carefully about the financial resources needed to deliver the proposed service, and that your organization is financially sustainable. This information will vary between organizations and depending on the proposed service but might, for example, include:

- a business plan
- copies of accounts
- references from financial advisors or bankers and/or
- any guarantees offered by a parent organization.

If you are submitting the expression of interest as part of a consortium, you must provide this information for each member. If you are intending to use sub-contractors, each one must also provide this information.

Capability of providing the service

You should provide evidence that by the time any procurement exercise starts, your organization will be in a position to deliver the contract on behalf of the council. Such information will vary according to the proposed service but might include:

- how you will become incorporated
- information on your organization's objectives
- arrangements for putting in place any insurances
- arrangements for securing registration, approval or accreditation with any bodies which oversee service delivery in the service area
- details of relevant experience and skills of members of your organization

If you are submitting the expression of interest as part of a consortium, you must provide this information for each member. If you are intending to use sub-contractors, each one must also provide this information.

Outcomes to be achieved in providing the service

We are required to consider the social value that each expression of interest might achieve. This can be expressed in terms of projected improvements in the area's social, economic or environmental well-being. We will also be expected to consider these factors at the procurement stage. Examples of social value that might result from a proposed service might include improving local skills, increasing opportunities for volunteering, helping young people find work, or helping to regenerate the local economy.

Expressions of interest from our staff

Where the expression of interest comes from a group of council staff, there is an expectation that any other affected staff will be consulted. The form of consultation should be appropriate and proportionate to the proposed service and the number of employees affected. The methods used are best decided locally, utilising existing structures and processes where appropriate. There is no need for a ballot to demonstrate support for a proposal.

Supporting information

You can upload any supporting documents which might support your expression of interest. However, we are only allowed to base our decision on the expression of interest on the information requested in the form. The information you provide will be used to make a decision on your expression of interest. This will be:

1. to accept the expression of interest
2. to reject the expression of interest
3. to suggest that the expression of interest be modified to enable it to be accepted

If the expression of interest is accepted, a procurement exercise will follow during which your organisation (and any other which wishes to be involved) will be able to compete to win the contract to deliver the service. Further information provided by potential providers during the procurement exercise will form the basis on which the council awards the contract.

Returning your form or getting help to complete it.

Follow the instructions on the form to submit it. If you need help in completing it or would like to request an alternative format, email RightToChallenge@n-somerset.gov.uk or telephone 01275 882 963. We will let you know the date by which we will make a decision on your expression of interest, within 30 days of receipt. The decision will be made within 13 weeks of submission.