**Expression of Interest (EOI) Application Form**

**Community Right to Challenge**

If you are considering submitting an Expression of Interest (EOI) we would welcome a discussion with you as far as possible in advance. Contact details are listed below. There may be ways in which we can help you achieve what you want without having to submit an EOI.

Please read the [statutory guidance](http://www.communities.gov.uk/documents/localgovernment/pdf/2168126.pdf) and the information on our website about the Community Right to Challenge before completing the EOI form.

Tips on completing form: You will need to press return to expand boxes and tab to move to next box

Q1) Name of body submitting the EOI.

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Q2) Contact person - a representative of the body submitting the EOI who we can contact to discuss the EOI.

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 Address

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 Telephone number

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 Email address

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Q3) Please say how the body submitting the EOI meets the definition of a relevant body in the [statutory guidance](http://www.communities.gov.uk/documents/localgovernment/pdf/2168126.pdf)- is it a voluntary or community body; a body which is established for charitable purposes only; a parish council; or two or more employees of the City Council?

If the body is a charity, please also give the registration number or other proof of charitable status.

If the body is two or more employees of the City Council please also list the full names of the employees and provide details of how you propose to engage other employees who are affected by the EOI.

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Q4) Please identify the City Council service to which your EOI relates and the geographical area covered.

It is important that you are as clear as possible as to which service you are expressing an interest in and the scope and level of the service, including the geographical area to which it relates. For example, you may be expressing an interest in a specific part of a service at a specific site rather than the whole service, or you may be interested in delivering the whole of the service in part or the entire city.

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Q5) Please provide information about the outcomes you expect to achieve in providing the service. Please also explain how you will measure these outcomes.

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Q6) Please provide information about how the service you envisage providing will promote or improve the social, economic or environmental well-being of Southampton. Please also explain how you will measure this.

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Q7) Please provide information about how the service you envisage providing will meet the needs of the users of the service. Please also explain how you will measure this.

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Q8) Do you propose to deliver the service:

a) as part of a consortium? Yes [ ]  / No [ ]

1. using one or more sub-contractors Yes [ ]  / No [ ]

for delivery of any part of the service?

If you have answered yes to one or both questions, please provide the names and addresses of all consortium members and all sub­contractors.

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Q9) Please provide information about financial resources of the body submitting the EOI.

If you have answered yes to either part of Q8, please also provide information about the financial resources of all consortium members and all sub-contractors.

This question is designed to ensure that the body submitting the EOI (together with the other consortium members and sub-contractors) has the financial resources and capacity to be able to deliver the service.

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Q10) Please provide evidence to demonstrate that by the time of any procurement exercise the body submitting the EOI, and (if appropriate) the consortium members and sub-contactors listed in Q8, will be capable of providing or assisting in providing the service.

This question is designed to ensure that the body submitting the EOI (together with the consortium members and sub-contractors) has the skills, capacity, systems, insurances, licenses and any other essentials needed to be able to deliver the service.

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| My organisation understands that if our EOI is accepted by the City Council, the City Council will run a procurement exercise and invite tenders for the contract to run the service. All qualified organisations from the private, public and voluntary sectors will be able to tender. The organisation that submits an EOI may not win the contract. Signed:      ------------------------------------------------------------------------------------------------------Position in Organisation:      ------------------------------------------------------------------------------------------------------Date:       |

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Thank you for your expression of interest. Southampton City Council is collecting this information in order to perform this service and if further information is needed in order to do so, you may be contacted using the details provided.

In performing this service, the Council may be required to share your information with other organisations or departments, but it will only do so when it is necessary in order for the service to be provided.

The Council may also share your personal information for the purposes of the prevention, investigation, detection, or prosecution of criminal offences, but will not share your personal information, or use it for this, or any other purpose, unless provided for by law.

More detailed information about the Council’s handling of your personal data can be found in its privacy policy, available online (<http://www.southampton.gov.uk/privacy>), or on request.

We will tell you within 30 days of receipt of the EOI, the maximum period that we will take to let you know whether your EOI has been accepted or rejected and publish details of the service specification.

Please return this form to:

Community Right to Challenge

Transformation and Performance Division

Southampton City Council

Civic Centre,

Southampton

SO14 7LY

or by email to communities@southampton.gov.uk