

## Expressions of Interest Guidance

### What you should include

The Expression of Interest must be in writing and include the following information. If the proposal is to deliver the relevant service as part of a consortium to use a sub-contractor, the following information must be given in respect of each member of the consortium and each sub-contractor as appropriate:

- who has expressed the interest and who is proposing to deliver the service;
- information about the financial resources of the organisation submitting the expression of interest;
- evidence to demonstrate that, by the time of any procurement exercise, the organisation submitting the expression of interest will be capable of providing, or assisting in providing, the relevant service;
- sufficient identification of the service to be considered and the geographical area that the service affects;
- the outcomes that are to be achieved and, in particular
  - how the service will improve the well-being and meet the needs of service users; and
  - how the service will promote the social, economic or environmental well-being of the borough;
- where the relevant body consists of employees of the relevant authority, details of how that relevant body proposes to engage other employees of the relevant authority who are affected by the expression of interest.

Using the application form provided will help ensure that all the necessary information is included in your application.

## Acceptance and rejection of expressions of interest

The Council may accept an expression of interest, accept it with modifications, or reject it. Potential reasons for rejection are listed below:

- if the expression of interest does not meet the requirements of the service, or is outside the regulations that the council must comply with
- if the information presented is inaccurate or is inadequate to be fully considered
- the organisation submitting the expression of interest is not suitable to provide the service
- the expression of interest relates to a service where a decision has been made to stop providing that service;
- the expression of interest relates to a service which falls outside of the Localism Act 2011 because it is an exempt service;
- the expression of interest relates to a service which is already the subject of a procurement exercise;
- the expression of interest relates to a service for which negotiations are underway;
- the expression of interest is frivolous or vexatious; or
- acceptance of the expression of interest is likely to lead to a breach of the law, or statutory duty.

## Timing

Local authorities are able to designate certain times of year when expressions of interest can be submitted. The Council has agreed that expressions of interest may be submitted from 1 January to 31 March each year. This is to allow us to consider expressions of interest as part of our budget-setting process. The Council will acknowledge receipt of the Expression of Interest and will notify the applicant of the timescales within which it will make its decision by 30 April each year.

## Queries

If you have queries, please email us at: [righttochallenge-SP@rbkc.gov.uk](mailto:righttochallenge-SP@rbkc.gov.uk).