

**Devon County Council**

**CP2132-21**

**Expression of Interest**

**Equality Reference Group**

|  |
| --- |
| **Bidder to insert their Company/Organisation name** |
|  |

**Due for return by noon 17th June 2022**

**Expressions of Interest submitted after the stated closing date and time will not be invited to quote**

**Do not complete and return the Request for Formal Quotation at this stage – this stage of the procurement is for Expressions of Interest only**

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1. Introduction

General

* 1. This call for Expressions of Interest for CP2132-21 Equality Reference Group is issued by Devon County Council (“The Authority”). The Equality Reference Group act as ‘critical friends’ to the County Council and its partners on issues relating to Equality, Diversity and Inclusion. Full details of the required Services can be found in the specification contained in the Request for a Quote document found at Appendix 1 below. This Expressions of Interest has been developed to ascertain which Suppliers are interested in submitting a bid for the required Services.
  2. The required Services are divided into 7 Lots as detailed in Section 5. Suppliers may submit an Expression of Interest for one or more Lots. Full details of the Services required under each Lot are detailed in the service specification.
  3. Suppliers are required to indicate in the Table in Section 5 the Lot or Lots in which they are interested in bidding.
  4. Suppliers who submit an Expression of Interest are not bound to submit a tender at the Request for Formal Quotation stage of the Procurement Process. However, only those Suppliers who submit an Expression of Interest will be invited to submit a Bid (for further details see the section entitled ‘Procedure’ below).
  5. This Procurement is reserved for Small and Medium sized Enterprises and/or Voluntary, Community and Social Enterprises as described below.

**Reserved Procurement**

* 1. This Procurement is reserved for Small and Medium sized Enterprises and/or Voluntary, Community and Social Enterprises. Only Bidders who qualify as Small and Medium sized Enterprises or Voluntary, Community and Social Enterprises as defined below can Bid and are permitted to complete and submit an Expression of Interest.
* Small and Medium sized Enterprises means any business with fewer than 250 employees and either an annual turnover below £45m or a total balance sheet less than £40m
* Voluntary, Community and Social Enterprises means any organisation (incorporated or not) working with a social purpose. This ranges from small community-based groups / schemes, through to larger registered charities and social enterprises, public service mutuals and cooperatives that operate locally, regionally and nationally. This term is often interchangeable with the terms 'third sector' or 'civil society' organisations.

**Procedure**

* 1. The Request for Formal Quotation and Terms and Conditions documents which will be used in the Invitation to Quote stage of this Procurement Process have been included for Suppliers’ information (see Appendices 1 and 2 below).
  2. Suppliers are encouraged to familiarise themselves with both documents, although as a minimum before submitting an Expression of Interest, suppliers must:

|  |  |
| --- | --- |
| **Checklist** | **Completed** |
| Insert their Organisation’s name on the front cover of this Expressions of Interest |  |
| Read and fully understood the service requirements for the Lot or Lots in which they are interested in bidding (see Appendix 1 of the Request for Formal Quotation). |  |
| Ensure they can comply with the Suitability Assessment Criteria detailed in Appendix 5 of the Request for Formal Quotation. |  |
| Are aware of the Fees which will be paid for the Services as described in Appendix 8 of the Request for Formal Quotation |  |
| Are aware of the timetable for this Procurement Process and will be intending to submit a bid in accordance with that timetable (see Section 2 of the Request for Formal Quotation). |  |
| Complete the Expression of Interest Form and identify the Lot(s) for which you intend to submit a Bid (**Section 5**) |  |

It is the Supplier’s responsibility to ensure that it fully understands the requirements and obligations of the Request for Formal Quotation and the Terms and Conditions of Contract.

* 1. The Request for Formal Quotation (**Appendix 1**) is a draft version and for information purposes only; **do not complete and return the Request for Formal Quotation at this stage**. The Authority reserves the right to update and refine the Request for Formal Quotation and Terms and Conditions, although it is not anticipated that any changes will substantially affect the nature of the tendering process or the required Services. Should either document be amended, the Authority will make clear to Bidders the nature of any such amendments.
  2. Details of the timetable for Expressions of Interest and the Expressions of Interest submission deadline are outlined in Section 2 (**Timetable and Process**) below.
  3. The Authority will reject Expressions of Interest submitted after the date and time specified as the deadline; Organisations that have not submitted an Expression of Interest will not be invited to tender.
  4. Once the Expressions of Interest deadline has passed, Organisations cannot change their Lot(s) choices.
  5. Whilst Organisations who submit an Expression of Interest are under no binding legal commitment to submit a Bid, it is hoped that Organisations who submit an Expression of Interest will genuinely be intending to do so.

**Definitions**

* 1. In this Expression of Interest, the definitions which apply will be as stated in Request For Formal Quotation: Schedule 1 of the Request for Formal Quotation.

1. Timetable

Procurement Timetable

* 1. The timetable below sets out the key dates in the Expressions of Interest process. The envisaged dates for the Tender process are detailed in Section 2 of the Request for Formal Quotation.

|  |  |
| --- | --- |
| **Date and Time** | **Stage** |
| 20th May 2022 | Expressions of Interest made available online via [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk/). |
| 10th June 2022 | Deadline for clarification questions |
| Noon on 17th June 2022 | **Deadline for Expressions of Interest** |

* 1. The Authority reserves the right to amend this timetable as the Procurement Process progresses.

1. Communications / Submission Instructions

**Communications / Contact**

* 1. The Authority is using the Supplying the South West Procurement Portal for the submission of the Expressions of Interest and for the overall Procurement Process: [www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk) ("the Procurement Portal").
  2. Bidders should not approach any member of the Authority in relation to the Procurement or the Procurement Process, other than by using the messaging facility on the Procurement Portal.
  3. Any technical questions relating to the use of the Procurement Portal website should be addressed by emailing: procontractsuppliers@proactis.com to raise a support ticket. In emergency or time-sensitive situations the Proactis Supplier Support Service Desk can be contacted on the UK Lo-Call number +44 (0)330 005 0352 for support, but this should be by exception and not as a rule and the supplier should already have raised a support ticket via email (lines open from 09:00am to 17:00pm Monday to Friday, excluding English public holidays). This is only the technical support line, and any ITT queries should be directed to the relevant Procurement team running the contract through the ‘Messaging’ function of the Procurement Portal.

Return of Expression of Interest

* 1. User guides are available from the Help menu throughout the Procurement Portal. Bidders are advised to make themselves familiar with the content of the user guides prior to uploading the Expressions of Interest by using the topics within the ‘Help’ menu located on the header bar of all pages.
  2. New users to the Procurement Portal must register first to obtain a username and password before returning to this opportunity. Bidders should refer to the help link under 'Useful Links' that provides guidance on how to register and use the system.
  3. In order to complete your electronic Expressions of Interest it must be downloaded to your system, completed, and uploaded to the correct area of the Procurement Portal.

General

* 1. The Authority will reject Expressions of Interest submitted after the date and time specified as the deadline. Please see the timetable in **Section 2: Timetable**
  2. All responses must be submitted electronically through the Procurement Portal. Expressions of Interest which are e-mailed, posted, hand-delivered or faxed to the Authority will not be considered.
  3. It is your responsibility to ensure that your Expressions of Interest is submitted prior to the closing date and time.

1. Important Notices

Confidentiality

* 1. This Expressions of Interest, together with its appendices which includes the Request for Formal Quotation, is made available on condition that its contents are kept confidential by the Bidder and not copied, reproduced, distributed, or passed to any other person, except for the purpose of enabling the Bidder to submit their Expressions of Interest.

1. Expression of Interest Form

**Expression of Interest Form for CP2132-21 Equality Reference Group**

This form is an expression of interest only; the full details of the required Services and the desired outcomes for each Lot have been provided in the Request for Formal Quotation (**Appendix 1: Specification**).

To Devon County Council (“the Authority”)

I/We would like to register an Expression of Interest for CP2132-21 Equality Reference Group, with an intention to submit a subsequent Bid to provide the specified services, for the Lot(s) indicated in the table below (Bidders may Bid for one or more Lots).

|  |  |  |
| --- | --- | --- |
| **Lot** | **Equality Reference Group strand** | **Indicate below (x) the Lot(s) for which you intend to submit a bid** |
| Lot 1 | Age – younger people |  |
| Lot 2 | Age – older people |  |
| Lot 3 | Disability and carers |  |
| Lot 4 | Race and ethnicity (people from Arab, Asian, Black and other minority ethnic communities including White European and Gypsies, Roma and Travellers) |  |
| Lot 5 | Religion and belief (faith organisations and Humanists through Interfaith work) |  |
| Lot 6 | Sex (gender and sex equality, pregnancy and maternity, with women’s equality being a main feature, but not excluding inequality issues/disparities that arise for men) |  |
| Lot 7 | Sexual orientation and gender identity (lesbian, gay, bi and trans communities) |  |

I/We confirm that our organisation is either a Small and Medium sized Enterprises (and therefore does not have a parent company) or a Voluntary, Community and Social Enterprises, as defined in Section 1 paragraph 1.7

|  |  |
| --- | --- |
| **Organisation classification** | **Indicate below (x) whether you are a Small and Medium sized Enterprise or Voluntary, Community and Social Enterprise** |
| Small and Medium sized Enterprises |  |
| Voluntary, Community and Social Enterprises |  |

\*Signed: ...................................................………............ Date: ..........................................

Name: (in block capitals): .......................…………..............................................................

In the capacity of: ................................................. on behalf of: ...............…………...........

(State official position, i.e. Director, Manager, Secretary etc.).

Company Name and postal address:............................………….......................................

....................................................................................................................……….............

Telephone No: ....................................…......……………………………………………........

E-mail: ............................…...............................................................................................

\*Company Registration Number and legal form:…………………………….……………….

\*(It must be clearly shown whether the Bidder is a limited company, statutory corporation, partnership or single individual, trading under his own or another name, and also if the signatory is not the actual Bidder, the capacity in which he/she signs or is employed).

Charity Registration Number (if applicable) …………………………………………………..

Appendix 1: Request for Formal Quotation

The Request for Formal Quotation that applies to this Procurement Process is in a separate document entitled ‘Request for Formal Quotation - CP2132-21 Equality Reference Group’ which can be downloaded via the ProContract Procurement Portal.

Appendix 2: Terms & Conditions

The Authority’s Short Form Terms and Conditions of Contract for Services that apply to this Procurement Process are in a separate document entitled ‘Terms & Conditions - CP2132-21 Equality Reference Group’ which can be download via the Pro Contract Procurement Portal.