

# Expression of Interest

Please complete with reference to the Commissioning Specification for:

**2009 You and Your Community Survey (OLDHAM PARTNERSHIP STRATEGIC RESEARCH WORKING GROUP)**

<b>Local Area Agreement</b>	<b>Oldham Partnership (OPSRWG)</b>
<b>Activity to be Commissioned under OPSRWG</b>	<b>2009 YOU AND YOUR COMMUNITY SURVEY</b>

## Contact Details of Applicant Organisation

<b>Organisation</b>	
<b>Address</b>	
<b>Post code</b>	
<b>Telephone number</b>	
<b>Contact person</b>	
<b>Job title</b>	
<b>Email address</b>	
<b>Person, who will be <u>responsible for the overall management</u> of the Commissioned Activity:</b>	
<b>Person, who will be <u>responsible for the delivery</u> of the Commissioned Activity:</b>	

For the purposes of scoring, the nine sections of the Expression of Interest have been divided into four groups under the following headings:

<b>CONTENTS OF THE PROPOSAL</b>	<b>(incorporating Proposal)</b>
<b>ABILITY TO DELIVER</b>	<b>(incorporating Delivery Team, Risk Analysis and Track Record)</b>
<b>EFFECTIVE ENGAGEMENT AND MEETING COMMUNITY NEEDS</b>	<b>(incorporating Equality and Diversity and Partnership Working)</b>
<b>VALUE FOR MONEY</b>	<b>(incorporating Value for Money, Outputs and Expenditure)</b>

Please refer to the Expression of Interest Assessment Criteria document for more details.

## **CONFLICT OF INTEREST DECLARATION**

### **DECLARATION RE POTENTIAL CONFLICT OF INTEREST**

Potential Delivery Agents must declare any potential conflicts of interest.

**Please use the box below to give any relevant details.**

**N.B.**

Should a Delivery Agent be selected to carry out part or all of this commission and information subsequently comes to light that compromises its original submission in terms of failure to declare any potential conflict of interest, the commission may be terminated and steps may be taken to reclaim any payments made to that organisation.

Any prospective Delivery Agent requiring clarification on potential conflicts of interest in relation to its own situation or that of its prospective Delivery Team, should contact **Shirley Allen (0161 770 5146)** for a ruling, prior to submitting this Expression of Interest

## **CONTENTS OF THE PROPOSAL (incorporating Proposal)**

### **1. Proposal**

#### **1. Please describe your proposal for the 2009 YOU AND YOUR COMMUNITY SURVEY (Oldham Partnership Strategic Research Working Group)**

In developing their Expressions of Interest, it is expected that potential Delivery Agents will take account of the Aims and Objectives, Information Requirements and Analysis, Reporting and Dissemination requirements set out in the Commissioning Specification. Expressions of Interest shall include:

- details of the technical approach and methodology which would be adopted, including a thorough explanation of the proposed sampling method, the expected sample size and response rate together with details of quality assurance procedures and project management arrangements. This should include details of:
  - proposals to maximise response rates and minimise non-sampling error
  - proposals to maximise comparability with 2005 and 2008 You and Your Community surveys and the 2008 Place Survey as appropriate;
- details of the types of analysis and reporting which would be undertaken (together with costings of supplementary or additional analysis and reporting);
- Details of information and support that would be required from the commissioning parties.

**(15 pages A4 maximum)**

**ABILITY TO DELIVER (incorporating Delivery Team, Risk Analysis and Track Record)**

**2. Delivery Team**

**2** Please give the following information about staff and organisations who will be involved in delivering the survey

- names and summary C.V.'s of consultant staff to be appointed to the work, together with the details of the time commitment from each person;
- details for any sub-contractors which the prime consultant may propose to employ, together with information about the work they will undertake on the project.

**(2 pages A4 maximum)**

**3. Risk Analysis**

**3.** Please identify the main risks likely to be associated with your plans for deliver the 2009 You and Your Community Survey. Describe your contingency plans for ensuring uninterrupted delivery, covering eventualities such as the example listed below: Example: Sickness / departure of key staff

**(1 page A4 maximum)**

#### **4. Track Record of Applicant Organisation**

**4.** Give brief details of your organisation's experience of undertaking survey research, together with examples of its most recent achievements in this field.

- details of research experience relevant to the brief;
- details and contact information of two referees on whose behalf the consultant has recently completed research;
- one copy of a recently completed survey report, written by the person who will have responsibility for writing the reports, or the person responsible for internal quality assurance, so that we can assess the quality of the final document production.

**(5 pages A4 maximum)**

**EFFECTIVE ENGAGEMENT AND MEETING COMMUNITY NEEDS**  
**(incorporating Equality and Diversity and Partnership Working)**

**5. Equality and Diversity**

5. Please describe briefly how you would ensure that equality and diversity issues are taken into account in delivering the 2009 You and Your Community Survey.

**(1 page A4 maximum)**

**6. Partnership Working**

6. Explain briefly how, in undertaking this commission, you would work with the different partners involved in developing this survey (Oldham Partnership, Oldham and Rochdale HMR Pathfinder, NHS Oldham and Oldham Council) to ensure that these organisations information and reporting needs are met.

**(half page A4 maximum)**

**VALUE FOR MONEY (incorporating Value for Money, Outputs and Expenditure)**

**7. Value for Money**

7. Explain briefly why your proposal for undertaking the 2009 You and Your Community offers value for money

**(half page A4 maximum)**





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<b>TOTAL</b>	<b>0</b>	<b>0</b>		<b>0</b>	

**Brief Rationale for Expenditure Profile for any items in the Expenditure Profile which require further explanation or detail.**

**(half Page A4 maximum )**

## DECLARATION

I certify that the information contained in this document regarding the proposed delivery of the commissioned activity is complete and accurate, within the legal powers of the organisation and compliant with relevant legislation.

Accountable person	
Signature	
Position in organisation	
Date	

Electronic versions of the Expressions of Interest should be submitted on the template provided and e-mailed to:

**shirley.allen@oldham.gov.uk**

### **Two references must also be e-mailed with the Expression of Interest**

In addition, a **hand-signed, hard copy** of the Expression of Interest, (on the template provided), must be sent to the address listed below.

All Expressions of Interest, (electronic and hard copy versions), plus the two references **must be received by 1.00 pm, Monday, 9 November 2009**. Submissions received after the stated deadline will not be considered.

It is the responsibility of the potential Delivery Agent to ensure that a signed, hard copy of their Expression of Interest has been received at the following address within the stated deadline.

Private and Confidential  
(2009 You and Your  
Community Survey)  
Shirley Allen  
Partnership Support Team  
Room 441 Level 4  
Civic Centre  
West Street  
Oldham  
OL1 1UL

All Expressions of Interest received from potential Delivery Agents within the stated deadline will be considered by an Assessment Panel, which will meet during the two weeks commencing **Monday, 9 November 2009**.

Depending on the Expressions of Interest Received, the Assessment Panel may wish to shortlist potential Delivery Agents and invite those shortlisted to an interview. In

the event of this, interviews will be held in the week commencing **16 November 2009**.

Applicants will be informed of the Assessment Panel's decisions within 21 days of the Assessment Panel meeting.