



**ENABLE**

The Voluntary and Community Sector  
Learning and Skills Consortium

# **Evaluation of Expression of Interest Policy**

PRO-011  
Change History

<b>First Published:</b>		17/02/2009	<b>Originally Created by:</b>	SMT
<b>Person Responsible for Policy:</b>		Enable CEO		
<b>Date of Review</b>	<b>Reviewed by</b>	<b>Policy changes</b>	<b>Approved by</b>	<b>Date of next review</b>
19 Feb 2018	Standards Officer	Small changes to wording and referencing	Operations Manager	24 July 2018
13/09/2019	Contract Managers	No Changes	CEO	17/09/2019
21/04/2020	SMT	No Changes	CEO	21/04/2021

### Purpose

Evaluation of Expressions of Interest received in a tendering round from organisations, which in the previous year **did not have** the specific programme funding, to ensure an open, transparent and consistent process in the allocation of funding.

**Scope:** All Expressions of Interest received from all Voluntary and Community (VCS) organisations that are Enable members and **did not have** the specific programme funding in the previous year.

### Responsibilities

- Contract Manager – to log all Expressions of Interest received, input on allocations spreadsheet and evaluate Section Four.
- Quality Improvement Lead – to evaluate Section One and Section Three
- Curriculum and Accreditation Co-ordinator – to evaluate Section Two

### Procedure

The Contract Manager logs all Expressions of Interest received on an Applications Received spreadsheet.

The Contract Manager raises an Evaluation Form for each organisation who has submitted an Expression of Interest, and saves this under the relevant contract name in the Contracts folder.

Contract Manager informs all individuals responsible for evaluation of the timescale for completing the evaluation.

All individuals complete the Evaluation Form based on evaluation criteria which each individual has drawn up.

All individuals involved in the evaluation sign a Record Sheet, which demonstrates that individuals have completed the evaluation.

When the evaluation has been completed, the Contract Manager puts the total score on the Evaluation Sheet and transfers all the information onto a Summary Score spreadsheet which shows a summary of the scores for all VCS organisations.

The Contract Manager prints off all the evaluation forms, ready for the panel.