# Expression of interest

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| Response to: | Q Website Invitation to tender |
| Lead applicant: |  |

Before completing this Expression of Interest (EOI) form please read the invitation to tender (ITT) and accompanying materials carefully. Please complete the form in Arial typeface (font 11 points). The Health Foundation will only accept proposals submitted using this form.

We will be holding an Information call on **Friday 13 October at 11:00.**   
[Please register to join the call](https://thehealthfoundation.zoom.us/meeting/register/u5YucOmopjsrE9HI4W5yHS5g0SkRrZ8kOOho).

Expressions of Interest must be submitted by **10.00 on Monday 23 October** 2023.

The Expression of Interest is an opportunity for you to tell us about your organisation. We’d like to get a picture of your organisation and your work, approaches and experience. We will invite a selection of organisations to submit a full proposal, including detailed budgets, at the next stage. Please consider this when competing your EOI.

Please email your completed EOI to [betty-sue.smith@health.org.uk](mailto:betty-sue.smith@health.org.uk)

We will inform you if you have been shortlisted by **Wednesday 8 November 2023**. Interviews will take place on **Monday 27 November 2023.**

If you have any queries relating to the content of the ITT, the tendering process, or the nature of the service required please contact Betty-Sue Smith, Digital Manager - Q by email at the address above.

### Section 1: Proposal

1.1 Your proposal

In the box below please provide details of how you would approach this project, remembering to refer to the ITT and the budget provided.

Please use Arial font of 11 points. You can insert images in the box below to support your proposal.

Please include:

* The approach you’d take to design and deliver a new website for Q and why, within the budget available.
* An example of a similar piece of work, including the problem you were asked to solve, the work you undertook, and the result.

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### Section 2: About you

2.1 Please tell us a little about your company. In particular, what makes you different.

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### Section 3: Experience of developing, building and working with online communities and/or membership organisations.

3.1 Please use this section to share examples of online communities that you have developed, built, or membership organisations that you have worked with. You may submit text only examples, and/or screenshots of case studies in the boxes below.

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3.2 Please share an example where you have migrated communities / registered users from a legacy site to a new platform. What was your approach to ensuring data and users were migrated effectively?

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3.3 Tell us about how you have developed online platforms that encourage participation from members / users.

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### Section 4: Ways of working

4. 1 Please use this section to demonstrate how you would work with us as your client and with our users. You may submit text only examples, and/or screenshots of case studies in the box below.

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### Section 5: Equity, diversity, and inclusion (EDI)

5. 1 Please provide and outline your organisation’s approach to EDI, including areas that you recognise are areas for improvement.

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### Section 6: Cyber and Information Security

If you are invited to submit a full proposal, we will require you to compete a Cyber and Information security pre-qualifying questionnaire (PQQ) and, provide any related supporting information requested by the Health Foundation.

6 .1 Please provide details here of any relevant certifications that your organisation has in relation to Cyber and Information security, such as Cyber Essentials and any relevant ISO’s.

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### Section 7: About your organisation

7.1 Organisation details

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| Lead applicant (to whom all correspondence will be addressed) | |
| Organisation Name |  |
| Company and/or Charity Number |  |
| VAT Number (if applicable) |  |
| Nature/form of organisation if not a limited company |  |
| Address |  |
| Registered Address (if different) |  |
| Website Address |  |

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| Primary contact name including position and title |  |
| Phone numbers (office and mobile) |  |
| Fax number |  |
| Postal address |  |
| E-Mail address |  |

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| Has your organisation ever had a contract terminated for default? |  |
| How many staff does your organisation employ? |  |
| Has your organisation provided services to the Health Foundation previously? |  |
| Names of joint applicants/partners (where appropriate) |  |
| Is there any additional information about your organisation that you feel we should be aware of which has not been requested in this document? |  |

Signed on behalf of the organisation:

Name:

Position:

Date: