



**Procurement of the Housing Loss Prevention Advice Service in England and Wales
from August 2023**

Amendment Notice with effect from 30 November 2022

On 17 November 2022 the LAA published an invitation to tender HLPAS from 1 August 2023 on its eTendering system.

Further to the publication of that tender and following consultation with HMCTS, the LAA is amending the tender to:

- a) adding the relevant weightings for the Quality Award Criteria 1, to include the weightings for sub criteria 1.1.i, 1.1.ii and 1.1.iii and update description of sub criteria for 1.1i, 1.1ii, 1.1.iii , 1.2, 1.3 and 2.1;
- b) include Bury St Edmunds as a separate HLPAS Area

In accordance with paragraph 5.20 of the SQ IFA, we are amending the HLPAS IFA as follows:

1. Paragraph 7.8 of the HLPAS IFA: to include the breakdown for the Quality Award Criteria 1, to now include a breakdown of the sub criteria weighting for 1.1.i, 1.1.ii and 1.1.iii

Non-Welsh HLPAS Area

Award Criteria	Sub-Criteria	Sub-criteria weighting
<i>Award Criteria 1- Staffing the service</i>	1.1i. Skills and experience of staff delivering specialist legal advice in Housing and Debt Categories of Law	10%
	1.1ii Skills and experience of staff delivering specialist legal advice- Ability to provide Early Legal Advice	10%
	1.2 Skills and experience of staff in delivering an In-Court Duty Scheme or a comparable service	20%
	1.3 Supervision of staff delivering HLPAS Contract Work	5%
<i>Award Criteria 2- Delivery of a quality service</i>	2.1 Resourcing Plan	20%
	2.2 Management of an effective service	15%
<i>Award Criteria 3 - Capacity planning</i>	3.1 Sustainability of the service	5%
<i>Award Criteria 4 – Social Value</i>	4.1. Social Value Question	10%

Welsh HLPAS Area

Award Criteria	Sub-Criteria	Sub-criteria weighting
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<i>Award Criteria 1- Staffing the service</i>	1.1 Skills and experience of staff delivering specialist legal advice.	9%
	1.1.ii Skills and experience of staff delivering specialist legal advice- Ability to provide Early Legal Advice	9%
	1.1.iii Skills and experience of staff delivering specialist legal advice – Welsh Requirements	2%
	1.2 Skills and experience of staff in delivering an In-Court Duty Scheme or a comparable service	20%
	1.3 Supervision of staff delivering HLPAS Contract Work	5%
<i>Award Criteria 2- Delivery of a quality service</i>	2.1 Resourcing Plan	20%
	2.2 Management of an effective service	15%
<i>Award Criteria 3 - Capacity planning</i>	3.1 Sustainability of the service	5%
<i>Award Criteria 4 – Social Value</i>	4.1. Social Value Question	10%

2. Annex A and Annex B to include Bury St Edmunds as a separate HLPAS Area.
3. Updated the HLPAS Area Guides to include Bury St Edmunds as a separate HLPAS Area.

HLPAS IFA Version 2 incorporates all of the amendments in this notice in blue. Version 2 is available via the 'Buyer Attachment' link within the e-tendering system and on the [Gov.uk](https://www.gov.uk) website.

Requirements upon Applicants

Applicants are required to refer to HLPAS IFA Version 2 when preparing their Tender.