



Legal Aid
Agency

Invitation to Tender for 2015 Duty Provider Crime Contracts

Amendment Notice with effect from 16 April 2015

On 27 November 2014 we published on our eTendering portal the Invitation to Tender for 2015 Duty Provider Crime Contracts.

In accordance with paragraph 8.12 of the Information for Applicants, (“IFA”) Applicant Organisations are notified that we have amended in the Duty Provider procurement process and IFA by:

- **publishing new versions of the Established Business Financial Assessment Form and Cash Flow Forecast Template.**

New Forms have been published to correct technical errors and to provide further guidance on how to complete the Cash Flow Forecast Template.

Version 5 of the IFA incorporating these amendments is available via the ‘Buyer Attachments’ link within the eTendering system and on the Gov.uk website.

Version 3 of both the Established Business Financial Assessment Form and Cash Flow Forecast Template are available via the ‘Buyer Attachments’ link within the eTendering system only.

For clarity of interpretation, any terms which are capitalised but not defined within this letter bear the meaning given to them in the IFA.

Requirements upon Applicant Organisations

Where Applicant Organisations are required to submit Mandatory Attachments including the Established Business Financial Assessment Form as part of their Tender they must do so using Established Business Financial Assessment Form Version 3.

Where Applicant Organisations are required to submit Mandatory Attachments including Cash Flow Forecast(s) as part of their Tender they must do so using Cash Flow Forecast Template Version 3.

As set out at paragraph 3.28 of the IFA; if an Applicant Organisations does not submit all of the Mandatory Attachments that it is required to provide in its Tender, its Tender will be rejected.

This means any organisation that is required, but fails to, submit the Established Business Financial Assessment Form Version 3 and/or Cash Flow Forecast Template Version 3 and instead submits the original Forms or Version 2 of the Forms will have its Tender rejected.

Applicant Organisations, and in particular those that have submitted a Tender prior to this notice of amendment, are strongly encouraged to review their Tenders to ensure that the correct versions of all Mandatory Attachments are submitted.

Applicant Organisations are required to refer to version 5 of the IFA in preparing their Tender.