**28 April 2016**

**Invitation to submit an Expression of Interest to deliver Legal Aid Housing and Debt Services in the Surrey** **Procurement Area**

The Legal Aid Agency (“LAA”) has identified an issue with access to legal aid Housing and Debt Services in the Surrey Procurement Area and is now considering options for securing coverage in these Categories of Law to ensure access for clients as quickly as possible.

The LAA is therefore inviting expressions of interest from organisations currently holding a 2013 Standard Civil Contract (“Contract”) that would be interested in delivering legal aid Housing and Debt Services in the Surrey Procurement Area through an additional schedule to their existing Contract. Organisations must be existing Contract holders but do not need to be existing Housing & Debt providers to respond to this opportunity.

In addition to those organisations that are able to meet the requirements set out below, the LAA would be interested to hear from organisations that would like to deliver the Housing and Debt Services, but feel that they are **not** able to **fully** meet the presence or the supervisor requirements set out in the Contract.

The LAA will give preference to organisations that are able to meet all of the requirements of the Contract. However, to ensure access to the Housing and Debt Services, the LAA may vary the presence and/or supervisor requirements of the Contract where it is unable to secure provision. In the event that the LAA does agree to vary the requirements, preference will be given to organisations that are considered, in the view of the LAA, to provide the best presence and supervision arrangements. Aside from any agreed variation, successful organisations will be required to meet all other requirements of the Contract.

**Matter Starts Available**

The total number of Matter Starts per year in the Surrey Procurement Area will be **132 Matter Starts in Housing**. All organisations awarded work in this Procurement Area will additionally receive **4 Matter Starts in Debt** per year.

**Requirements**

The current contractual requirements and criteria to be met for delivery of the Housing and Debt Services can be found in the “*Family, Housing and Debt, Immigration & Asylum - Information for Applicants*” document which is available on the [Face-to-Face Tenders for 2013 Contracts](http://webarchive.nationalarchives.gov.uk/20140528080344/http:/www.justice.gov.uk/legal-aid/contracts-and-tenders/tenders/face-to-face-tenders-for-2013-contracts) page on the National Archives website, under the ‘Mainstream ITT Documents’ sub-heading. The Contract’s Standard Terms and Specification documents will apply and details can be found on the [2013 Standard Civil Contract](https://www.gov.uk/government/publications/standard-civil-contract-2013) page on the Gov.uk website.

Organisations should review the current requirements and detail their proposal for delivering the Housing and Debt Services in the relevant sections of the form below. Where necessary, organisations should identify any presence and / or supervisor requirements that they will **not** be able to meet and set out their alternative proposal. The next steps of the process will be announced once responses to this invitation have been received.

To submit your Expression of Interest, please complete the form below and email it to [civil.contracts@legalaid.gsi.gov.uk](mailto:civil.contracts@legalaid.gsi.gov.uk) by 12 noon **on 12 May 2016**

**Expression of Interest to deliver legal aid Housing and Debt Services in the Surrey Procurement Area**

*There is a word limit of 250 words for each answer.*

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| **1) Organisation contact details and main office**  Name of organisation:  Address:  Postcode:  Email address:  Telephone number:  LAA lead account number: |
| **2) Office delivering the Housing and Debt Service**  *If it differs from the above, please enter the address of the premises from which work in the Surrey Procurement Area would be delivered:*  Address of office/arrangement:  Postcode: |
| **3) Matter Starts**  Please enter the number of Housing Matter Starts that you are applying to deliver through this service:       (up to 132)  \* Please note successful organisations will receive a pro rata allocation of this number in their 2016/17 schedule based on the number of months remaining in the schedule year. |

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| **4) Supervision**  *The Supervisor requirements are set out in section 5 of the “Family, Housing and Debt, Immigration & Asylum - Information for Applicants” which is available on the* [*Face-to-Face Tenders for 2013 Contracts*](http://webarchive.nationalarchives.gov.uk/20140528080344/http:/www.justice.gov.uk/legal-aid/contracts-and-tenders/tenders/face-to-face-tenders-for-2013-contracts) *page on the National Archives website, under the ‘Mainstream ITT Documents’ sub-heading.* |
| Are you able to meet the Supervisor requirements?:  If you are not able to meet the requirements, please outline your alternative proposals in order to demonstrate that effective supervision of work can be delivered: |
| **5) Presence**  *The Office and Permanent Presence requirements are set out in sections 2.32, 2.33 and 2.34 of the 2013 Standard Civil Contract Specification, which is available on the* [*2013 Standard Civil Contract page*](https://www.gov.uk/government/publications/standard-civil-contract-2013) *on the Gov.uk website.* |
| Are you able to meet the Permanent Presence requirements within the Surrey Procurement Area?:  If you are not able to meet the requirements, please outline your alternative proposals in order to demonstrate that an effective level of presence can be delivered: |
| ***6) Key Personnel***  *Please enter the following information for the Key Personnel who is submitting this Expression of Interest on behalf of the organisation:*  Name:  Position:  Date: |

Please return this form to [civil.contracts@legalaid.gsi.gov.uk](mailto:civil.contracts@legalaid.gsi.gov.uk) by **12 noon on 12 May 2016**