



Legal Aid
Agency

Procurement of Criminal Legal Aid Services in England and Wales from 1 April 2017

Amendment Notice with effect from 20 March 2017

On 21 July 2016 the LAA published an invitation to tender for 2017 Standard Crime Contracts on its eTendering portal.

In accordance with paragraph 9.14 of the Information for Applicants document, (“**IFA**”) to amend the following as detailed below:

1. List of indicative dates for key activities set out at page 1 of the IFA will now read:

Final deadline for submitting Tender verification for issuing of Crime Contracts for 1 April 2017	31 March 2017
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2. Paragraph 2.19 of the IFA will now read:

Applicants with limited liability (unless a registered charity) must supply the LAA with a relevant indemnity, where possible, with its Tender but by no later 23.59 31 March.

3. Paragraph 3.7 of the IFA will now read:

The second Rota will commence on 1 July 2017 and will run until 31 December 2017 and will consist of all those Duty Solicitors Engaged by Applicants who have successfully Tendered for Duty Schemes and who have submitted verification by 31 March 2017 and for whom the LAA receives CRM12s by **23.59 on 7 April 2017**.

4. Paragraph 8.4.ii of the IFA will now read:

six month Rotas from 1 July 2017. Any Applicant that has successfully Tendered for Duty Schemes and wishes to be allocated Duty Slots from 1 July must submit compliant verification information by **23.59 on 31 March 2017** as set out in 8.18.

5. Paragraph 8.6 of the IFA will now read:

An Applicant that has successfully Tendered for Duty Schemes and does not Pass verification by 12 December 2016 but submits information by 31 March 2017 which Passes verification will be authorised to undertake Contract Work on an Own Client basis only from 1 April 2017 and to join Duty Schemes from 1 July 2017.

6. Paragraph 8.14 of the IFA will now read:

Where an Applicant is unable to Pass verification for some its Offices by 23.59 on 12 December, those Offices may still be eligible to join Duty Rotas from 1 July where the Applicant is able to submit verification information by 31 March 2017.

7. Paragraph 8.16 of the IFA will now read:

All successful Applicants will be required to submit information to verify their Tenders by 31 March 2017. Where responses to verification requests are received later than 28 February 2017 the LAA cannot guarantee that it will issue contract documentation by 1 April 2017.

8. Paragraph 8.20 of the IFA will now read:

The table below sets out the information we will request from Applicants to verify Crime Contract offers:

<i>What will the LAA verify</i>	<i>What evidence will be required from the Applicant?</i>	<i>When will the verification information be requested?</i>	<i>Applicants must submit verification by:</i>
Applicants hold authorisation from a Relevant Professional Body	Confirmation of SRA or BSB Number	1. At Tender 2. Where not provided and/or where submitted with the Tender and not fully compliant, as part of any contract award notification	31 March 2017 Where relevant, Applicants would be eligible to join Duty Schemes from July, subject to Passing all other verification requirements.
Applicants hold a Quality Standard	Valid SQM or Lexcel certificate. Where the Applicant has passed the desktop SQM audit only, please provide a copy of the letter of confirmation	1. At Tender 2. Where not provided and/or where submitted with the Tender and not fully compliant, as part of any contract award notification	31 March 2017 Where relevant, Applicants would be eligible to join Duty Schemes from July, subject to Passing all other verification requirements.
Applicants with limited liabilities have provided appropriate indemnities	Competed Indemnity Form	1. At Tender 2. Where not provided and/or where submitted with the Tender and not fully compliant, as part of any contract award notification	31 March 2017
Each Office from which the Applicant is applying to conduct criminal legal aid work meets the Office requirements in the Crime Contract	Full postal address including postcode. Where you do not currently have an Office you must provide the town or city in which the Office will be set up	1. At Tender 2. Where not provided and/or where submitted with the Tender and not fully compliant, as part of any contract award notification	31 March 2017 Where relevant, Applicants would be eligible to join Duty Schemes from July, subject to Passing all other verification requirements.
Where Criminal Investigations & Criminal Proceedings work is tendered for the Applicant Employs a Supervisor that	One compliant Supervisor Declaration Form for each Applicant per Office.	1. At Tender 2. Where not provided and/or where submitted with the Tender and not fully compliant, as part of any contract award notification	31 March 2017 Where relevant, Applicants would be eligible to join Duty Schemes from July, subject to Passing all

meets the Crime Supervisor Standard	Please note that as set out at paragraph 2.8 of the Contract Specification Supervisors may act as a Supervisor at a maximum of two of your Offices .		other verification requirements.
Where Criminal Investigations and Proceedings work is tendered for the Applicant meets the 1:4 FTE Supervisor to Caseworker ratio	Crime contract holders will be required to demonstrate that they meet the 1:4 FTE Supervisor to Caseworker ratio	Following Crime Contract execution	A Contract Management visit will be conducted to confirm compliance within 6 months of Contract Start Date
Where Prison Law is tendered for the Applicant Employs a Supervisor that meets the Prison Law Supervisor Standard	Compliant Supervisor Declaration Form(s)	1. At Tender 2. Where not provided and/or where submitted with the Tender and not fully compliant, as part of any contract award notification	31 March 2017
Where Prison Law work only is tendered for the Applicant meets the 1:6 FTE Supervisor to Caseworker ratio (or 1:4 FTE where another Class of Work is also conducted)	Crime contract holders will be required to demonstrate that they meet the 1:6 FTE Supervisor (or 1:4 FTE as applicable) to Caseworker ratio	Following Crime Contract execution	A Contract Management visit will be conducted to confirm compliance within 6 months of Contract Start Date
Where Appeals and Reviews only work is tendered for the Applicant Employs a Supervisor that meets the Appeals and Reviews Supervisor Standard	Compliant Supervisor Declaration Form(s)	1. At Tender 2. Where not provided and/or where submitted with the Tender and not fully compliant, as part of any contract award notification	31 March 2017
Where Appeals and Reviews only work is tendered for the Applicant meets the 1:4 FTE Supervisor to Caseworker ratio	Crime contract holders will be required to demonstrate that they meet the 1:4 FTE Supervisor to Caseworker ratio	Following Crime Contract execution	A Contract Management visit will be conducted to confirm compliance within 6 months of Contract Start Date

9. Paragraph 8.19 of the IFA will now read:

Applicants that have successfully Tendered for Duty Slots and Pass verification by providing information that is compliant with the requirements of the procurement process by 31 March will be included on the Rotas from 1 July 2017.

10. Paragraph 8.19 of the IFA will now read

Applicants who successfully Tendered for Duty Slots and Pass verification by providing information that is compliant with the requirements of the procurement process by 31 March 2017 will be invited to submit CRM12s by 23:59 on 7 April 2017 to be included on the 1 July 2017 Rota.

Version 8 of the IFA reflecting the amendment referred to in this amendment notice is available on the Gov.uk website.

Requirements upon Applicants

Applicants are required to refer to version 8 of the IFA.