



Procurement of Civil Legal Advice Services in England and Wales from 1 September 2018

Amendment Notice with effect from 19 October 2017

On 26 September 2017 the LAA published an invitation to tender for Civil Legal Aid Services in England and Wales from 1 September 2018: Civil Legal Advice on its e-Tendering portal.

In accordance with paragraph 5.22 of the Information for Applicants document, (“**IFA**”) Applicants are notified that the LAA has amended the IFA and Financial Assessment Form to correct the errors as detailed below:

IFA: table at paragraph 3.40 – In the row headed ‘Established Business’, the earliest date of the accounts requirement has been changed. It now reads:

‘(a) has its previous two years’ audited or certified accounts available (with the earliest year ending no earlier than 31 December 2014);’

IFA: table at paragraph 3.40 – In the row headed ‘Other Business’, the earliest date of the accounts requirement has been changed. It now reads:

‘(a) does not have two years’ audited or certified accounts available (with the earliest year ending no earlier than 31 December 2014);’

Financial Assessment Form: This has been updated to reflect the above changes. The earliest date that can be inputted into Tab 1, cell C16 of Financial Assessment Form Version 2 is 31/12/14.

Financial Assessment Form: The declaration has been updated with the following changes:

- CILEx has been included under point 4); and
- the word ‘Services’ has been replaced with ‘Contract Work’ at point a).

Financial Assessment Form Version 2 incorporates the amendments above. Financial Assessment Form Version 2 is available via the ‘Buyer Attachment’ link within the e-tendering system

IFA: Annex H (Business Plan Guidance) - table of information that must be provided in a Business Plan - the ‘Operations and market analysis’ section had erroneously stated that Applicants must provide ‘details of access to sources of income other than those expected under the Crime Contract’. This has been corrected. IFA Version 2 now states:

‘details of access to sources of income other than those expected under the CLA Contract.’

IFA Version 2 incorporates all of the amendments in this notice. IFA 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 IFA Version 2 when preparing their Tender.

Applicants are required to complete and submit Financial Assessment Form Version 2 as a Mandatory Attachment.

Applicants, and in particular those that have submitted a Tender prior to this notice of amendment or those who have begun completing the Financial Assessment Form, are strongly encouraged to review their Tenders to ensure that the correct versions of all Mandatory Attachments are submitted.