



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

Amendment Notice with effect from 24 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 (CLA) on its e-Tendering portal.

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

Amendment 1

IFA and e-Tendering system- The LAA has removed a pricing rule in relation to the Escape Fees that can be submitted by Applicants in the Discrimination and Education Categories. Previously the following rule applied to the Escape Fees submitted by Applicants:

(the Escape Fee submitted) “Must be no more than 10% of the value of the Higher Fixed Fee submitted by the Applicant in this Category.”

The above rule conflicts with the applicable rules in relation to the Higher Fixed Fees in these Categories. It has therefore been removed and will no longer apply to the CLA Tender. The IFA and e-Tendering system have been updated to reflect this change in the following places:

- IFA: Education and Discrimination tables at paragraph 3.78 – The rule has been removed from the Escape Fee ‘Applicable Rules’ cells (change demonstrated below):

Education		
Price Required	Description	Applicable rules
Lower Fixed Fee	Single fixed fee chargeable for Cases of 0-132 minutes (excluding Determinations)	Must be lower in value than the Higher Fixed Fee submitted by the Applicant in this Category
Higher Fixed Fee	Single fixed fee chargeable for Cases of 133 - 899 minutes	Must be higher in value than the Lower Fixed Fee submitted by the Applicant in this Category Must be no greater than ten times the value of the Escape Fee submitted by the Applicant in this Category

Escape Fee	Hourly rate chargeable for Cases above 899 minutes.	Must be no more than 10% of the value of the Higher Fixed Fee submitted by the Applicant in this Category
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- IFA: Annex F Discrimination and Education Price Forms – The rule has been removed from the Escape Fee questions (change demonstrated below):

	Question	Weighting
Discrimination Lower Fixed Fee	<p>Please submit your Lower Fixed Fee (exclusive of VAT) for the provision of Contract Work in the Discrimination Category</p> <p>The fee submitted must be lower in value than the Higher Fixed Fee submitted by the Applicant in this Category</p>	X0.1
Discrimination Higher Fixed Fee	<p>Please submit your Higher Fixed Fee (exclusive of VAT) for the provision of Contract Work in the Discrimination Category</p> <p>The fee submitted must be higher in value than the Lower Fixed Fee submitted by the Applicant in this Category.</p> <p>The fee submitted must be no greater than ten times the value of the Escape Fee hourly rate submitted by the Applicant in this Category.</p>	X0.05
Escape Fee	<p>Please submit your Escape Fee hourly rate (exclusive of VAT) for the provision of Contract Work in the Discrimination Category</p> <p>The fee submitted must be no more than 10% of the value of the Higher Fixed Fee submitted by the Applicant in this Category.</p>	X0.85

- e-Tendering system – The rule has been removed from Commercial Envelope of the Discrimination and Education ITTs.

Applicants are reminded that other rules in relation to prices submitted still apply. Applicants should refer to CLA Information for Applicants version 3, including the tables at paragraph 3.78.

Amendment 2

e-tendering system Technical Envelope (all Categories) - Question 3.4: Business Continuity and Disaster Recovery plan (BCDR) previously only provided one text box for Applicants to submit their responses. This has been increased to three.

Amendment 3

e-tendering system Technical Envelope (all Categories) - Question 4.1: Implementation Plan erroneously provided a text box for Applicants. For this sub-criterion the LAA will assess the information provided in the Implementation Plan provided at N3, and the Applicant is not required to provide a further text based answer against this sub-criterion. Therefore, the text box has been removed.

Amendment 4

e-tendering system Technical Envelope (all Categories) and IFA - Question 4.1: Text within this sub-criterion has been adjusted slightly in order to clarify where the point should be addressed as part of the bid. The change is highlighted below in bold:

*“Applicants that are currently delivering a service similar to the CLA Contract Work and are intending to utilise existing resources (e.g. infrastructure, processes) to deliver the CLA Contract should demonstrate **in their Implementation Plan** how they will ensure those resources are adequate to successfully deliver the Contract Work from the Service Commencement Date in line with the CLA Contract.”*

IFA Version 3 incorporates all of the amendments in this notice. IFA Version 3 is available via the 'Buyer Attachment' link within the e-tendering system and on the [Gov.uk](https://www.gov.uk) website.

The e-tendering system has now been changed to reflect these changes.

Requirements upon Applicants

Applicants are required to refer to IFA Version 3 when preparing their Tender.

Applicants should familiarise themselves with the changes made to the Technical and Commercial Envelopes of the e-Tendering system.