**18 August 2020**

**Invitation to submit an Expression of Interest to deliver Housing Possession Court Duty Schemes (HPCDS)**

The Legal Aid Agency (“LAA”) needs to identify new providers for specific Housing Possession Court Duty Schemes (“**HPCDS**”) in England and Wales.

The stay on housing possession proceedings will lift on 23 August 2020.

It is inviting Applicants to submit an Expression of Interest (“**EOI**”) for an Exclusive Schedule under a 2013 Standard Civil Contract (as amended) (“**HPCDS Contract or Contract”**) to deliver the services at the following HPCDS as soon as possible:

* Bodmin and Truro
* Southampton
* Telford

This EOI process is open to organisations who already hold an Exclusive Schedule to deliver advice through an HPCDS Contract and current providers of Housing and Debt Contract Work.

The LAA would particularly like to hear from organisations who are able to meet all of the following requirements:

* Deliver advice under the Scheme, as soon as possible but no later than 14 September 2020. For the avoidance of doubt preference will be given to organisations who are able to commence work soonest; and
* Who are able to deliver HPCDS services face to face at court and/or remotely in order to meet the individual circumstances of the court and/or client. For the avoidance of doubt preference will be given to organisations who are able to deliver face to face advice; and
* Liaise with the relevant courts to ensure that the service is in place and ready to commence from the date the Exclusive Schedule is awarded, as soon as possible but no later than 14 September 2020; and
* Cover all sessions that the court lists on or after the date the Exclusive Schedule is issued; and
* Staff the scheme with experienced housing advisers who, in their course of work, conduct a minimum of 12 hours of housing casework per week; and
* Employ a Housing & Debt Supervisor who meets the Supervisor Standard and will oversee the running of the HPCDS

We appreciate that it may not be possible for organisations to meet all of these requirements and will consider alternative proposals, subject to the organisation providing satisfactory assurance of how it will deliver the service and the timescale for doing so.

Exclusive Schedules will cover the period from the date from which organisations confirm that they are able to commence work until 30 September 2021, subject to the LAA’s right to extend for up to a further 12 months.

We will contract with a single provider for each HPCDS and the provider must have capacity to deliver all work in the Scheme either on its own or through the use of Agents.

To submit your EOI, please complete the form below and email it to us at civil.contracts@justice.gov.uk by **9am on 25 August 2020**.

Following the deadline, the next steps will depend on the level of interest to this EOI.

If a single acceptable proposal is submitted the LAA will invite that organisation to deliver the service and award that organisation the HPCDS Contract for the relevant scheme.

If a number of proposals for the same scheme are received the LAA will invite organisations to submit a tender to deliver the relevant scheme.

**Invitation for Expressions of Interest to deliver Housing Possession Court Duty Scheme Services: Expression of Interest Form**

Please complete the following information to express interest in delivering this Scheme.

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| **1. Provider details**Name of provider: Contact name: Head office address and postcode: LAA Account Number: Contact telephone number: Contact mail address:  |

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| **2. Current HPCDS Contract details**If you currently hold an existing HPCDS Contract, please confirm the name of the Scheme: The LAA will check its own records to confirm that you hold an HPCDS Contract. Where the LAA confirm that you do not hold this Contract you may refuse your Expression of Interest. |

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| **3. Schemes**Please confirm the HPCDS in which you are expressing an interest (please tick all that apply):Bodmin and Truro [ ] Where you have ticked this Scheme, please provide the office address and LAA Account Number from which you intend to deliver it:Southampton [ ] Where you have ticked this Scheme, please provide the office address and LAA Account Number from which you intend to deliver it:Telford [ ] Where you have ticked this Scheme, please provide the office address and LAA Account Number from which you intend to deliver it: |

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| **4. Contract requirements** Please confirm below which of the Contract requirements sets out in the introduction of this EOI you are able to meet. Where you are not able to meet this requirement immediately please set out your plan to be able to meet the requirements and the date by which you expect to be able to meet it. |
| 4.i Deliver advice under the Scheme as soon as possible but no later than 14 September 2020 from the first session listed on or after the date of issue of the Exclusive Schedule:Meet [ ] Do not meet [ ] Please confirm the date on which you can commence delivering services: |
| 4.ii Able to deliver HPCDS services face to face at court and/or remotely in order to meet the individual circumstances of the court and/or client. For the avoidance of doubt preference will be given to organisations who are able to deliver face to face advice:Able to deliver advice Face to Face and remotely [ ] Not able to deliver advice Face to Face and remotely [ ] Please provide further details of your proposed delivery approach in **Section 6.** |
| 4.iii Liaise with the relevant courts to ensure that the service is in place and ready to commence from the date the Exclusive Schedule is awarded: Yes [ ] No [ ] Please provide further details of your proposed delivery approach in **Section 6.** |
| 4.iv Cover all sessions that the court lists on or after the date the Exclusive Schedule is issued.Meet [ ] Do not meet [ ] Please provide further details of your proposed delivery approach in **Section 6.** |
| 4.v Staff the scheme with experienced housing advisers who, in their course of work, conduct a minimum of 12 hours of housing casework per week.Meet [ ] Do not meet [ ] Please provide further details of your proposed delivery approach in **Section 6.** |
| 4.vi Employ a Housing & Debt Supervisor who meets the Supervisor Standard and will oversee the running of the HPCDS Meet [ ] Do not meet [ ] Please provide further details of your proposed delivery approach in **Section 6.** |

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| 5. AgentsDo you intend to use Agents to deliver any of the Schemes for which you are expressing an interest?Yes [ ] No [ ] On which Scheme(s) do you intend to use Agents?Bodmin and Truro [ ] Please provide the name(s) and office address(es) of the Agent(s) you intend to use:Southampton [ ] Please provide the name(s) and office address(es) of the Agent(s) you intend to use:Telford [ ] Please provide the name(s) and office address(es) of the Agent(s) you intend to use: |

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| **6. Delivery Plan**Please outline how you will deliver the services for the scheme(s) you have selected. In particular please provide details of:* How you will deliver both face to face and remote advice, as required. If you cannot meet one or both of these, please set out how you do intend to deliver the service; and
* How you will ensure you have suitable equipment/technology to be able to provide services remotely (where required), particularly where multiple courts are in operation within the scheme; and
* The names of the Caseworkers and Supervisors that will deliver the Contract Work, and how there will be sufficient Caseworkers and Supervisors available to deliver the scheme(s) alongside other schemes(s) on which they may also work; and
* How you will organise the delivery of services, including where Agents are used, and in particular the arrangements that will be in place to ensure the availability of advisers to deliver the Contract Work is secured; and
* How you intend to deliver follow on work for clients who require further advice
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| **7.** **Declaration** By completing and submitting this Expression of Interest you confirm that you are authorised to make this submission on behalf of the organisation and that the answers submitted in this Expression of Interest are correct. In submitting this EOI you understand that the information will be used in the process to assess your organisation’s suitability to be offered a HPCDS Contract for one or more of the Schemes being offered under this EOI. You understand that the LAA may conduct verification checks and may reject this EOI if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way.Name: Position within organisation: Date:  |

Please return this form to civil.contracts@justice.gov.uk by **9am on Tuesday 25 August 2020**