



**September 2014**

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

We have identified an access issue with Housing and Debt Services in the Suffolk Procurement Area and are now considering options for securing coverage in these Categories of Law to ensure access for clients as quickly as possible.

We are therefore inviting Expressions of Interest from organisations that would be interested in delivering Housing and Debt Services in the Suffolk Procurement Area under the 2013 Standard Civil Contract.

In addition to those organisations that are able to meet the requirements set out below, we are interested to hear from organisations that would like to deliver the services, but feel that they are **not** able to **fully** meet the requirements of the 2013 Standard Civil Contract with regard to having a Permanent Presence or the Supervisor requirements.

Please note that we will give preference to organisations that are able to meet the requirements of the 2013 Standard Civil Contract. However, where we are unable to secure provision of Housing and Debt Services on this basis we may vary the requirements of the 2013 Standard Civil Contract to ensure access to services. In the event that we agree to vary the requirements, we will give preference to organisations that we consider provide the best presence and supervision arrangements. Aside from any agreed variation, successful organisations will be required to meet the requirements of the 2013 Standard Civil Contract.

**Matter Starts Available**

The number of Housing Matter Starts available per year is: **100**

In Debt, all providers in Suffolk will automatically receive **4** Matter Starts.

**Requirements**

The current requirements and Criteria to deliver the Service 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](#) page on the National Archives website, under the 'Mainstream ITT Documents' sub-heading. The 2013 Standard Civil Contract Standard Terms and Specification will apply, details of which can be found on the [2013 Standard Civil Contract](#) page on the Gov.uk website.

Organisations should review the current requirements and detail their proposal for delivering the Services under the relevant sections of the form below. Where necessary, organisations should identify any Permanent Presence and Supervisor requirements they will **not** be able to meet and describe their alternative proposal to deliver Housing and Debt services in the Suffolk Procurement Area. The next steps of the process will be announced once any interest has been received.

To submit your Expression of Interest, please complete the form below and email it to us at [civil.contracts@legalaid.gsi.gov.uk](mailto:civil.contracts@legalaid.gsi.gov.uk) by **12 noon on 29 September 2014**.

## Expression of Interest to deliver Housing and Debt Services in the Suffolk Procurement Area

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

### **1) Organisation contact details and main office**

Name of organisation:

Address:

Postcode:

Email address:

Telephone number:

### **2) Office delivering the service**

*If it differs from the above, please enter the address of the premises from which work in the Suffolk Procurement Area will 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 100)

\* Please note successful organisations will receive a pro rata allocation of this number in their 2014/15 schedule based on the number of months remaining in the schedule year.

**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](#) 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 proposal:

**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](#) on the Gov.uk website.*

Are you able to have an Office that meets the Permanent Presence requirements?:

If you are not able to meet the requirements, please outline your alternative proposal:

**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 29 September 2014**.