



Legal Aid  
Agency

## **Crime Contracts 2017 Verification Update**

13 December 2016

This message is to update all organisations participating in the procurement process for a 2017 Standard Crime Contract on the verification of tenders.

### **Latest position**

At the present time the majority of organisations have received notification that they have completed the initial verification stage and will be invited to complete the CRM12 for some or all of their offices.

We received a large volume of verification information up to the deadline and are continuing to process this during the course of this week. Organisations that have submitted information and have not yet heard from us will do so. If you have not received confirmation it does not mean that you failed to meet the verification deadline and where there are remaining issues we will continue to liaise with you about the information you have sent to us.

### **Verification requirements reminder**

For organisations wishing to join the 1 April – 30 June 2017 Duty Rotas, the deadline was 23:59 yesterday (12 December 2016) to submit initial verification, i.e verification of:

- SRA/BSB Number; and
- for each office bid for:
  - A compliant crime supervisor declaration form; and
  - A confirmed address for the office or where you do not currently have an Office you must provide the town or city in which the Office will be set up.

The deadline is 28 February 2017 for all other verification information. This is also the deadline for organisations not wishing to join rotas and for those wishing to join rotas from 1 July 2017 only.

### **Next steps**

#### **1) Processing information received up to 23:59 on 12 December 2016**

Where you have submitted information and are yet to receive a response from us, we will contact you as quickly as possible but will be prioritising initial verification information (i.e. that required to allow organisations to be invited to submit a CRM12 for duty rotas).

As we are still processing a high volume of correspondence, we would continue to ask that applicants do not send more than one query about the status of their tender as this delays our teams in processing verification responses.

Some organisations have been in contact concerned that it does not appear their message has been read. Given the volume of messages we receive we are conducting regular bulk downloads. It may therefore not show in the eTender system that your message has been read but can assure organisations that all messages are being downloaded and read.

We would also remind applicants to check messages received from us before making further contact as we have received multiple queries from organisations about the outcome of verification where confirmation of having completed initial verification has already been sent.

## **2) CRM12s**

We will start to send CRM12 invitations from the end of this week and will post further communications when this exercise is completed. CRM12 invitations will be sent to organisations that have met the initial verification stage referred to above.