



Legal Aid
Agency

Crime Defence Direct and Police Station Immigration Telephone Advice Service Contracts 2016

The Legal Aid Agency (“LAA”) will be offering Applicant Organisations the opportunity to bid for the Crime Defence Direct (“CDD”) and Police Station Immigration Telephone Advice Service (“PSITAS”) contracts to commence on 1st June 2016.

This document outlines the plans for the future procurement for these services.

It is our intention that Applicant Organisations will have the opportunity to bid to deliver:

- PSITAS only or
- the CDD service only; or
- CDD and PSITAS under one consolidated Police Station Telephone Advice contract;

The LAA will utilise a lot based approach with successful Applicant Organisations being those whose bids provide the most economically advantageous outcome based on criteria that will be detailed in the procurement documentation.

Questions or views

The LAA invites any questions or views on the tender intentions detailed below to be fed back to gemma.jordan@legalaid.gsi.gov.uk by **27th August 2015**

The services

Through the CDD and PSITAS services, the LAA delivers non-means tested telephone based legal advice to detainees at the police station. CDD provides legal advice in relation to non-imprisonable summary style criminal offences and PSITAS provides legal advice in relation to non-criminal Immigration offences.

The CDD service is currently a 24 hour service and cases are allocated equally between each provider, who work concurrently. The PSITAS service currently runs from 7am-12 midnight only and providers work on a rota system. The LAA’s intention is to maintain the current arrangements regarding working hours and case allocation in the new contracts for each service.

Providing a consolidated service

The LAA will consider bids for a consolidated service where Applicant Organisations are capable of meeting all requirements (which will be set out in the procurement documentation) for both services under one “Police Station Telephone Advice” contract.

Applicant Organisations will also be able to bid for individual contracts to deliver either CDD or PSITAS and will have to meet the specific criteria relevant to each service.

The LAA intends to contract with 2 providers for each service. Therefore, the LAA will be looking for a minimum of 2 and a maximum of 4 providers across both services.

Remuneration

It is our intention that CDD will be remunerated on the basis of one separate fixed fee per case. PSITAS will also be remunerated by one separate fixed fee per case. The level of the fixed fee will be the subject of a price competition between Applicant Organisations as part of the procurement process. No standby payments will be available for either service.

Tender process

The following table contains information about the timescales for the procurement process. This is provided **for information only** and it may be amended by the LAA at any time:

Restricted Procedure	Date
Issue Prior Information Notice	07/09/2015
Issue call for competition	12/10/2015
Deadline for submission of pre-qualification information	27/10/2015
Issue Invitation to Tender document	20/11/2015
Deadline for submission of tenders	22/12/2015
Tender evaluation	23/12/2016 – 24/01/2016
Issue standstill letters	25/01/2016
Mandatory standstill period	26/01/2016 – 04/02/2016
Conclude contract	05/02/2016
Issue Contract award notices	05/02/2016
Mobilisation period commences	05/02/2016
Service Commencement Date	01/06/2016

Further information

Further information will be provided in the procurement documentation which will be published online in due course and will be accessible via: www.gov.uk/government/publications/police-station-telephone-advice-tender-2015