



Legal Aid
Agency

Crime Contracts 2017 Verification Update

This note covers what you need to do if you want to join the April rota, the next steps in the verification process and clarifies the position on AC1s.

To date 82% of organisations have been notified that they have completed the initial verification stage and will be invited to complete the CRM12 for some or all of their offices. We are in the process of verifying information received from the rest and will continue to provide notifications to organisations when they are compliant. Please read the information that we sent you carefully so that you ensure that you have met the requirements for each office that you have bid for.

You must complete the initial verification stage by 12 December for the following items if you want to join the April rota

- SRA/BSB Number

and for each office bid for:

- A compliant crime supervisor declaration form
- 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

Organisations that have successfully completed this stage will be contacted after 12 December and invited to supply CRM12's.

If you have sent in the information listed above and have not received a notification that you have passed the initial verification stage by 12.00pm on 12 December you should contact the LAA via the eProcurement message board. Please don't send a message requesting an update before this.

The LAA is processing messages and you will receive a confirmation when your information is compliant.

Next Steps

Where you have successfully verified your information by 12 December, we will send you a CRM12 to complete for each compliant office. The CRM12 will be sent to you through the Bravo message board. It is possible that some offices may be compliant and that others may not be. In this instance we will indicate to you which offices you can complete the CRM12 for.

The CRM12 will need to be returned **only to the email address given in the covering message** by 23.59 on 13 January 2017.

Further Verification Stage

The LAA will continue to work with you to complete the further verification required by 28 February (unless you have already provided this).

The following items need to be verified by 28 February 2017, one month before the contract start date:

- Proof of Quality Standard
- Indemnity Form (where required)
- A compliant crime supervisor declaration form
- A compliant prison law supervisor declaration form (where required)
- A compliant appeals and reviews supervisor declaration form (where required)

AC1s

You do not need to be assigned a legal aid account for an office for either the 12 December or 28 February deadlines. Therefore your AC1 does not have to have been processed in order to complete verification. However you must have the account number no later than the first week of March 2017 when your contract will be ready for upload.

Please note that you must have a current indemnity insurance certificate for your AC1 to be processed. An insurance quote is not acceptable and we will be unable to process your AC1 where you submit this. If you wish to wait until nearer the contract start date to start your insurance that is acceptable.