



Legal Aid
Agency

Central Commissioning Team
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E Civil.Contracts@legalaid.gsi.gov.uk

<https://www.gov.uk/government/organisations/legal-aid-agency>

By Email

For the attention of the Contract Liaison Manager

Dear Sirs,

2013 Standard Civil Contract including your Immigration Removal Centre Exclusive Schedule (“Contract”): Offer to Extend the Contract Period

The LAA confirmed in its news article on 19 September 2017 ([see here](#)) that it would be necessary to extend certain of its legal aid services contracts. The extension is necessary to allow the procurement process for the award of contracts to be completed and to ensure continuity of legal services from 31 March 2018 until services commence under the new contracts. Your Contract is one which the LAA wishes to extend.

Your Contract is currently due to expire on 31 March 2018. This letter (“Offer Letter”) contains the terms of an offer (“Offer”) of an extension to your Contract, **until 23:59:59 hours on 31 August 2018**. If you accept this Offer you will be required to continue to deliver the Contract Work you are authorised to provide under your Contract upon the same terms and conditions as detailed within your Contract.

For clarity of interpretation, any terms which are capitalised but not defined within this Offer Letter shall have the meaning given to them in the Contract (as varied under the Offer, where applicable).

If you wish to continue to carry out the Contract Work you are currently authorised to provide under your Contract beyond 31 March 2018, you must complete and sign the acceptance form below and e-mail a copy to us at civil.contracts@legalaid.gsi.gov.uk by no later than 6 December 2017

The provisions of this Offer Letter shall operate as a variation to the terms of the Contract. In the event of any conflict between any of the provisions of this Offer Letter and any of the provisions of the Contract Documents, the conflict will be resolved by this Offer Letter taking priority over the Contract Documents and the Contract Documents retaining their order of priority as set out in Clause 12 of the Contract Standard Terms.

[Nothing in this Offer Letter affects or applies to any Contract Work done under your Housing Possession Court Duty Scheme Exclusive Schedule. You will receive a separate letter in relation to your Housing Possession Court Duty Scheme Exclusive Schedule.]

Offer

We are now offering you the opportunity to continue to deliver the same Contract Work you are currently authorised to provide under that Contract until 23:59:59 hours on 31 August 2018.

This Offer is made to you in consideration of and conditional upon your acceptance of and compliance with the following terms:

1. The provisions at Clause 2 of the Contract for Signature shall be varied so that:
 - 1.1 Contract Period includes the period between 1 April 2018 and 31 August 2018; and
 - 1.2 the Contract will expire automatically at 23:59:59 hours on 31 August 2018.
2. Where you wish to accept the Offer, you must complete the Offer acceptance form below and return it to us by 6 December 2017.
3. The extension effected under this Offer will be effective on and from the date you accept it. For the avoidance of doubt, you shall be obliged to undertake Contract Work in accordance with the Contract as varied under the provisions set out in this Offer Letter.
4. You must complete and sign the Offer acceptance form below and email a copy to us at civil.contracts@legalaid.gsi.gov.uk by 6 December 2017.

<p>If you do not accept this Offer by 6 December 2017, your Contract will expire automatically at 23:59:59 on 31 March 2018 and you will not be entitled to undertake and be paid for Contract Work from 1 April 2018 onwards.</p>

If you have any queries in relation to the content of this letter, please contact your Contract Manager.

Yours faithfully,

Shaun McNally
Chief Executive

OFFER ACCEPTANCE FORM:

TO BE COMPLETED AND EMAILED TO civil.contracts@legalaid.gsi.gov.uk by 6 December 2017

Provider principal (“lead”) Office Legal Aid Agency Account Number:

.....
.....

I/we [provider to insert names(s) of provider signatory(ies)]

.....
.....

.....
.....

being duly authorised to act for and on behalf of [full name of provider to be inserted]

.....
.....

ACCEPT the terms of the Legal Aid Agency’s Offer of an extension of the Contract Period of my Contract from 31 March 2018 until 31 August 2018 as set out in its Offer Letter dated [insert date].

For the avoidance of doubt, although only my principal or “lead” Office Legal Aid Agency account number is cited, where my organisation has more than one Office, I understand that my acceptance of this Offer applies to **all** Offices from which I am authorised by the Legal Aid Agency to carry out Contract Work under my Contract (and that, therefore, I do not need to complete a separate Offer acceptance form for each such Office).

Signed by Date.....

Signed byDate.....

By signing above, you acknowledge and agree to be bound by the terms and conditions of the Offer and the terms and conditions of the Contract as varied by the Offer.

This Offer may only be signed by a person who has the capacity to act on behalf of the above named provider and who has been duly authorised to accept and bind that provider to the terms of the Offer. If you are a partnership, an appropriate partner must sign. If you are a sole practitioner solicitor, the sole practitioner (principal) must sign. If you are a company, an appropriate director must sign. If you are a limited liability partnership, an appropriate designated member must sign. If you are an unincorporated charity, two appropriate trustees must sign.