



## **2018 Standard Civil Contract Verification Update**

May 2018

This message is to update all organisations participating in the procurement process for a 2018 Standard Civil Contract on the verification of tenders.

### **Verification**

Organisations were notified in March if they had been awarded contracts.

In April we called or attempted to call all organisations that had been awarded a contract. The calls allowed us to explain what information needs to be submitted and provided an opportunity for organisations to ask any questions about how to complete verification in a timely manner.

**We would like to remind organisations that the award of a Face to Face Contract is conditional upon satisfactory verification of Individual Bids at least six weeks before the Contract Start Date i.e. by 23:59 on 20 July 2018.**

We strongly recommend that organisations start the process of verification as soon as possible as this will ensure we are able to assist them in resolving any issues to enable their contract to be uploaded and available in time for contract commencement on 1 September 2018.

### **Lexcel / SQM Audits**

We have received a number of questions from applicants whose audit or re-audit falls shortly before or after the 6-week deadline of 23.59 on 20 July 2018 about how the verification requirement for the quality standard will affect them.

Applicants are required to provide evidence that they hold the relevant quality standard at the point of service commencement. The evidence must be provided by 23:59 on 20 July. This information was provided in the Information for Applicants document, published on 19 September 2017 (the IFA).

The table from paragraph 2.13 of the IFA is reproduced for clarity here

<b><i>Applicant Type</i></b>	<b><i>Requirement</i></b>
<i>Applicants who intend to hold the SQM</i>	<i>- Pass desktop audit at least six weeks before Contract Start Date</i> <i>- Fully pass the Pre-QM audit within six months of the Contract Start Date</i>
<i>Applicants who intend to hold Lexcel</i>	<i>- Achieve Lexcel accreditation at least six weeks before Contract Start Date</i>
<i>Applicants who already hold Lexcel</i>	<i>- Must hold a valid accreditation that will be in</i>

	<i>force until at least 1 September 2018</i>
<i>Applicants who already hold an SQM audited by the LAA's SQM Audit Applicant</i>	<i>- Must hold a valid accreditation that will be in force until at least 1 September 2018</i>

As set out at paragraph 2.15 of the IFA it remains the sole responsibility of the Applicant to arrange any necessary audits so that they can comply with the deadline set out in the IFA.

However, we recognise that it may not always be possible for a certificate to be issued within a short timescale.

Therefore, where an Applicant has an audit on or after 20 June 2018, we will accept evidence from the authority responsible for issuing the quality standard confirming that the Applicant has met the requirements of the audit, that they meet the quality standard and that a certificate will be issued in due course. The submission of this evidence from the issuing authority remains subject to the 6-week deadline of 23.59 on 20 July 2018.

For the avoidance of doubt, where an Applicant has an audit that is scheduled after 20 July paragraph 2.15 of the IFA still applies.