



Legal Aid  
Agency

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

June 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**

We notified all organisations at the end of March of the outcome of their tenders for the 2018 Standard Civil Contract. In April we called all organisations to confirm the outcome of the bid and what they needed to do to meet the verification requirements.

We are now calling all organisations that have yet to start verifying their bids to remind them of the deadline for commencing verification and to provide help and assistance where required.

**You are reminded that the award of a Face to Face Contract is conditional upon you satisfactorily verifying your Individual Bids at least six weeks before the Contract Start Date i.e. by 23:59 on 20 July 2018.**

If you have not submitted information in accordance with the verification process by this date then the LAA may withdraw your contract offer.

Currently 30% of all successful organisations are in the process of completing their verification. Whilst it remains the responsibility of individual organisations to provide compliant evidence to verify their bid, at the present time we are able support organisations with their verification. However, as we approach the deadline of 20 July we may be unable to assist you in ensuring that the information that you provide is compliant.

We therefore encourage all organisations to start verification as early as possible. If you would like the certainty of your contract being uploaded before the start of the summer holidays, you should aim to complete verification before 20 July.

Contracts will be uploaded for acceptance between w/c 23 July and 1 September. You will be unable to start any work until the contract has been accepted

The contract commences on 1 September 2018.

### **Bravo**

You are required to submit your verification information through the e-Tendering system.

This can be done by responding to the notification message you received from the LAA and clicking on the attachments button in Bravo. This will allow you to add the documents that you wish to upload.

If you are uncertain how to do this, please call the Bravo technical support 0800 069 8630 or email [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)

### **Supervisor Declaration Forms**

Please be aware that these forms need to be authorised by your Compliance Officer for Legal Practice, the Head of Legal Practice or the Compliance Manager if you are a regulated organisation. If completed by any other person the form will be rejected.