



# Legal Aid Agency

## Further information for potential Applicants

If an Applicant has correctly tendered as part of the Previous Procurement Processes for all the Contract Work it wishes to deliver under the Face to Face Contract it does not need to tender as part of this Further Procurement Process.

Further detail on the action that organisations must take as part of this Further Face to Face Procurement Process should be set out in the table below:

Status	Action required
Applicant correctly tendered as part of the Previous Procurement Processes for all the Contract Work it wishes to deliver under the Face to Face Contract	None as part of this Further Face to Face Procurement Process. The Applicant must verify its previously successful Tenders by the relevant Previous Procurement Process deadline.
Applicant correctly tendered as part of the Previous Procurement Processes and now wishes to tender to deliver additional Contract Work (e.g. bid for additional Offices and/or Categories of Law)	1) The Applicant must submit a Tender as part of this Further Face to Face Procurement Process for the <u>additional</u> Contract Work it wishes to deliver i.e. work the Applicant has not already successfully tendered for as part of the Previous Procurement Processes. As part of this procurement process the Applicant must submit a SQ Response <b>and</b> a Response to the relevant ITT(s) for the Contract Work it wishes to tender for.  2) The Applicant must also verify its previously successful Tender(s) by the relevant Previous Procurement Process deadline
Applicant tendered as part of the Previous Procurement Processes but failed to submit a compliant tender for some or all of the Contract Work it wishes to deliver under the Face to Face Contract	1) Applicant must submit a Tender as part of this Further Face to Face Procurement Process for the Contract Work it wishes to deliver and for which it has not already successfully tendered as part of the Previous Procurement Processes.  The Applicant must submit a SQ Response <b>and</b> a Response to the relevant ITT(s) for the Contract Work it wishes to tender for.  2) Where the Applicant was successful in some of its Individual Bids as part of the Previous Procurement Processes, the Applicant must also verify these Individual Bids by the relevant Previous Procurement Process deadline
Applicant has not previously submitted a tender to deliver	The Applicant must submit a Tender for all the face to face Contract Work it wishes to deliver under the Contract.

Face to Face Contract Work under a 2018 Standard Civil Contract	The Applicant must submit a SQ Response <b>and</b> a Response to the relevant ITT(s) for the Contract Work it wishes to tender for as part of this Further Face to Face Procurement Process.
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As this Further Face to Face Procurement Process is the final opportunity to correct any errors made when tendering in the Previous Procurement Processes, all Applicants that should carefully check that they have:-

- ✓ bid in the correct Procurement Area in each bid; and
- ✓ bid for the correct Category(ies) of Law; and
- ✓ bid in the correct Lot(s) in each applicable Category of Law

**I successfully tendered in the Previous Procurement Processes for the Public Law Category. Do I need to tender again?**

If you have bid in the correct Procurement Area and Category of Law (for example you did intend to bid in the Public Law Category not the Family Category of Law) and in the correct Lot you do not need to tender in this Further Face to Face Procurement process, unless you wish to deliver Contract Work from another Office, or deliver Contract Work in another Category of Law.

Check carefully that you bid correctly in the Previous Procurement Process as the Further Face to Face Procurement Process is the final opportunity to correct any errors made in your previous tender response(s).

**I bid in the Previous Procurement Processes and want to bid in the Further Face to Face Procurement Process, can I rely on my previous SQ Response?**

No. If you wish to tender under the Further Face to Face Procurement Process, an Applicant must submit a Tender which consists of a response to the SQ plus at least one ITT Response.

All Applicants must submit a response to the SQ, regardless of whether they have already submitted a SQ Response as part of the Main Face to Face Procurement Process and/or the Supplemental Face to Face Procurement Process.

**I successfully tendered in the Previous Procurement Processes in the Housing and Debt Category of Law. I want to deliver Contract Work from another Office. Can this be added to my schedule?**

If you wish to tender to deliver work from additional Offices which you did not tender for under the Previous Procurement Processes you will need to submit a response to the Further Face to Face Procurement Process to tender for the additional work only. You do not need to submit Individual Bids again for work where you have already been notified you have been successful as part of the Previous Procurement Processes.

To tender for an additional Office(s) you will need to submit another response to the SQ plus at least one ITT Response.

**I missed the deadline for the Previous Procurement Processes. What can I do?**

Any organisations able to meet our minimum contract requirements can submit a response to the Further Face to Face Procurement Process.

The Deadline for submitting Tenders is 5pm on 10 August 2018

**I successfully tendered in the Previous Procurement Processes and plan to tender in the Further Face to Face Procurement Process. Can I submit verification information to verify my ITT Responses under both procurement processes by 7 September 2018?**

No. The deadlines to submit compliant verification information under the Previous Procurement Processes have not changed. If you are not able to meet the deadline(s) you will need to withdraw your tender under the Previous Procurement Processes and tender again for that Contract Work under the Further Face to Face Procurement Process.

The verification deadline of 7 September only applies to an ITT Response(s) submitted as part of the Further Face to Face Procurement Process.

The verification deadlines are summarised in the table below:

<b>Procurement Process</b>	<b>Verification deadline</b>
ITT Response(s) submitted as part of the Main Procurement Process	23:59 20 July 2018
ITT Response(s) submitted as part of the Supplemental Procurement Process	23:59 17 August 2018
ITT Response(s) submitted as part of the Further Face to Face Procurement Process	With tender response (5pm 10 August 2018) if the Applicant wishes to deliver work awarded through this procurement process from 1 September 2018; or alternatively  23:59 7 September 2018 to commence Contract Work awarded from 1 October.

**How do I upload my verification information?**

Successful Applicants who have not already provided compliant information as part of their Tender will be required to submit their verification information through the e-Tendering system.

Following notification of award decisions, Applicants should respond to the notification message received from the LAA and click on the attachments button in Bravo. This will allow

an Applicant to upload the necessary documents, before sending their message and documents to the LAA.

In the event an Applicant is uncertain how to do this, they should call the Bravo e-Tendering helpdesk on 0800 069 8630 or email [help@bravosolution.co.uk](mailto:help@bravosolution.co.uk)