



Legal Aid
Agency

2018 Standard Civil Contract Verification Update

July 2018

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

The deadline for completing verification is now just a week away, on **20 July 2018**.

This note sets out what you should be doing now depending on your circumstances.

When you have completed verification

Your contract documentation will be uploaded to our Controlled Work and Administration (CWA) system. We expect contract uploads to begin during the week commencing 23 July. Not all contracts will be uploaded at the same time. Rather, they will be uploaded in tranches through July and August. You are required to execute the contract on line before commencing work. The contract commences on 1 September 2018.

Before you can execute your contract in the CWA system you must set up the requisite number of 'designated signatories' on CWA. Guidance on how to allocate a designated signatory in CWA is available from here: www.gov.uk/government/publications/cwa-detailed-user-guides. You will receive an e-mail notifying you once the contract is available to execute.

Organisations that have not completed verification well in advance of the 20th July deadline are unlikely to have their contracts loaded in the first tranches. This is because we will need time to process the increasing volume of information which we expect to receive as the deadline approaches.

If you have begun the process of verification but not completed it

Applicants that have not yet completed the process of verification are encouraged to submit the remaining information as soon as possible.

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.

If you have not yet begun the process of verification

Applicants that are yet to submit any verification evidence are encouraged to do so as soon as possible. Applicants that are intending to offer services under a Legal Aid Contract after 1 September, but experiencing difficulties in collecting the required information may instead prefer to

tender under the Further Face to Face contract procurement, which opened on 27 June 2018 and closes at 5pm on 10 August 2018. Further information on this opportunity may be found on the Civil 2018 contracts tender page on our website here:

<https://www.gov.uk/government/publications/civil-2018-contracts-tender>

Submitting verification information via the e-Tendering system

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 the Bravo system. 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

Supervisor Declaration Forms

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