



Legal Aid
Agency

2018 Standard Civil Contract Verification Update

27 July 2018

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

The deadline for completing verification has now passed. We received almost 1700 messages in the 5 working days up to the deadline and are now processing these messages. Organisations will be contacted when their messages have been processed.

Whilst we are processing these messages we will not be able to also make or receive phone calls in relation to the verification process.

Contract Upload Process

If you have been or are subsequently notified that you have successfully completed verification the next steps are to accept your contract once it has been uploaded.

We will upload all verified contracts in tranches in the week commencing 13 August.

Your contract documentation will be uploaded to our Controlled Work and Administration (CWA) system. 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.

Guidance on how to accept the contract can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/380715/contract-acceptance-user-guide.pdf

Where you have bid in the supplemental and / or further tender we will not upload your contract documentation until you have fully verified all your bids.