



**Procurement of Civil Legal Aid Services in England and Wales from Autumn 2019:  
Civil Legal Advice Invitation to Tender**

**Amendment Notice with effect from 3 July 2019**

On 11 June 2019, the LAA published an invitation to tender for Civil Legal Aid Services in England and Wales from Autumn 2019: Civil Legal Advice (CLA) on its e-Tendering portal.

In accordance with paragraph 5.22 of the Information for Applicants document, (“**IFA**”) Applicants are hereby notified that the LAA has amended the IFA to correct the errors as detailed below:

**Corrections**

**1. Amendment 1**

**IFA paragraph 3.52** The LAA has amended paragraph 3.52 of the IFA to amend the table to clarify that these weightings apply to the Housing & Debt Award Criteria and to insert a second table with the weightings which apply to the Discrimination and Education Award Criteria. These weightings were already set out in Annex C of the IFA.

Paragraph 3.52 now reads:

3.52 The Quality Award Criteria are summarised below and fully set out at Annex C.

<b>Award Criteria</b>	<b>Weighting</b>
<b>Housing &amp; Debt Award Criteria (Technical Envelope) - %</b>	
Criterion 1 – Staffing the Service	22
Criterion 2 – Delivering a Quality Service	14
Criterion 3 – Capacity Planning for the Service	18
Criterion 4 – Implementation of the Service	6

<b>Award Criteria</b>	<b>Weighting</b>
<b>Discrimination and Education Award Criteria (Technical Envelope) - %</b>	
Criterion 1 – Staffing the Service	22
Criterion 2 – Delivering a Quality Service	13
Criterion 3 – Capacity Planning for the Service	17
Criterion 4 – Implementation of the Service	8

## 2. Amendment 2

**IFA paragraph 4.31** The LAA has amended paragraph 4.31 to clarify that the Minimum Quality Threshold applies to sub-criteria 4.2 in the Discrimination and Education Categories of Law and sub-criteria 4.1 in the Housing & Debt Categories as set out in Annex C. Paragraph 4.31 now reads:

4.31 Where an Applicant achieves a non-weighted score of 0 or 1 for the following sub-criteria their Tender will be rejected and they will take no further part in the evaluation process:

Housing & Debt Categories - 2.1, 3.2a, or 4.1

Discrimination and Education Categories – 2.1, 3.2a, or 4.2.

## 3. Amendment 3

**IFA paragraph 4.51** The LAA has amended paragraph 4.51 to clarify that sub criteria which are Priority Questions in the Discrimination and Education Categories of Law are 2,1, 3.2a and 4.2 and the sub-criteria which are Priority Questions in the Housing & Debt Categories are 2.1, 3.2a and 4.1. Paragraph 4.51 now reads:

4.51 The sub-criteria which are Priority Questions are set out below:

Housing & Debt Categories:

- 2.1 Supervision of staff delivering specialist legal advice;
- 3.2a) Contract Resourcing;
- 4.1 Implementation Plan.

Discrimination and Education Categories:

- 2.1 Supervision of staff delivering specialist legal advice;
- 3.2a) Contract Resourcing;
- 4.2 Implementation Plan.

## 4. Amendment 4

**IFA Annex D: Quality Award Criteria Guidance** The LAA has added a second table to Annex D to reflect that Award Criteria 4 is different for different categories. The first table sets out guidance for Award Criteria 4 for Discrimination and Education Categories. The second table sets out guidance for Award Criteria 4 for Housing & Debt Categories.

## IFA Amended Version 2

**IFA Version 2** incorporates all of the amendments set out in this notice. IFA Version 2 is available via the 'Attachments' link within the e-tendering system and on the [Gov.uk](https://www.gov.uk) website.

## Requirements upon Applicants

Applicants are required to refer to IFA Version 2 when preparing their Tender.