



5 December 2019

## Invitation to submit an Expression of Interest to deliver the Willesden Housing Possession Court Duty Scheme

The Legal Aid Agency (“LAA”) has identified an issue with access to legal aid Housing Possession Court Duty Scheme (HPCDS) Services covering the Willesden HPCDS and is now considering options for securing coverage to ensure access for clients as quickly as possible. The Willesden HPCDS is delivered at Willesden County Court and Family Court which falls within the Brent Housing and Debt procurement area.

The LAA is therefore inviting expressions of interest from organisations currently holding a 2018 Standard Civil Contract (“Contract”) with schedule authorisation in Housing & Debt that would be interested in delivering the Willesden HPCDS through an additional exclusive schedule under the 2013 Standard Civil Contract (as amended) to start as soon as possible, lasting until 30 September 2020.

Organisations must be existing Contract holders but do not need to be existing HPCDS providers to respond to this opportunity.

The LAA intends to award the exclusive schedule for the Willesden HPCDS to a single provider.

### Matter Starts Available

The 12-month Matter Start allocation of the Willesden HPCDS is set out below. This would be pro-rated for the length of the Exclusive Schedule awarded.

Courts covered by scheme	Housing & Debt procurement area	Allocated acts of assistance	10% buffer	Maximum permitted
Willesden	Brent	874	87	961

### Requirements

The 2018 HPCDS Contract requirements (and the meaning of the defined terms used in the tables below) can be found on the 2018 Standard Civil Contract page <https://www.gov.uk/government/publications/standard-civil-contract-2018> . The LAA is interested to hear from organisations that would like to deliver the services

In addition to the requirement to hold a 2018 Standard Civil Contract with authorisation to carry out work in the Housing and Debt Categories of Law, you will also be required to:

- undertake to liaise with the relevant court to ensure that the service is in place and ready to commence from the agreed service commencement date
- cover all sessions that the court lists and provide services to any client who requests to see an adviser.
- staff the scheme with experienced housing advisers who, in the course of their work, conduct a minimum of 12 hours of housing casework per week.

Organisations should review the current requirements and detail their proposal for delivering the Willesden HPCDS in the relevant sections of the form below.

## **Next Steps**

If you wish to express an interest in delivering HPCDS services in Willesden please complete the form and email it to [civilcontracts@justice.gov.uk](mailto:civilcontracts@justice.gov.uk) by **5pm on Thursday 19 December 2019**.

Following the deadline, the next steps will depend on the level of interest to this EOI. If a single acceptable proposal is submitted the LAA will invite that organisation to deliver the service and award that organisation the HPCDS Contract for the Willesden Scheme Area.

If a number of proposals are received the LAA will invite organisations to submit a tender to deliver the scheme.

## Expression of Interest to deliver the Willesden HPCDS

### 1) Organisation contact details and main office

Name of organisation:

Address:

Postcode:

Email address:

Telephone number:

LAA lead account number:

### 2) Office delivering the HPCDS

*If it differs from the above, please enter the address of the premises from which the Willesden HPCDS would be delivered:*

Address of office:

Postcode:

If you deliver any other HPCDS from this office, please give details below:

### 3) Service Commencement Date

Please enter the date from which you are able to commence delivering HPCDS services in the Willesden Scheme:

Date:

### 3) Delivery Plan

With reference to the HPCDS requirements detailed above please set out your plan for delivery of the services.

### 4) Key Personnel

*Please enter the following information for the Key Personnel who is submitting this Expression of Interest on behalf of the organisation:*

Name:

Position:

Date:

Please return this form to [civil.contracts@legalaid.gsi.gov.uk](mailto:civil.contracts@legalaid.gsi.gov.uk) by **5pm on Thursday 19 December 2019**.