



Invitation to tender to administer the Legal Aid Agency's Specialist Quality Mark from October 2022

Amendment Notice with effect from 9 February 2022

On 27 January 2022 the LAA issued an invitation to tender for a concession contract ("Contract") to administer the LAA's Specialist Quality Mark ("SQM") from 1 October 2022 on its e-Tendering system.

In accordance with paragraph 5.22 of the Information for Applicants ("IFA") document, Applicants are notified that the LAA has amended the Financial Viability Risk Assessment ('FVRA') Pro Forma template to correct the error detailed below:

Financial_viability_risk_assessment_tool_LAA – SQM v.1 – Authority RAG Thresholds. This tab on the risk assessment tool incorrectly states in cell C15:

500,000

The inclusion of the value of 500,000 in cell C15 on the Authority RAG Thresholds tab means the annual contract value at row 103 in the 1.1a Lead Financial Input tab is incorrectly shown.

The FVRA Pro Forma template has therefore been amended to correctly state:

*In cell B15: Annual Contract Value (£'000s) and
In cell C15: 500*

As a result the annual contract value at row 103 in the 1.1a Lead Financial Input tab now displays correctly.

Financial_viability_risk_assessment_tool_LAA – SQM v.2 incorporates this amendment. Version 2 is available via the 'Attachments' link within the e-Tendering system.

Requirements upon Applicants

Applicants are required to refer to Financial_viability_risk_assessment_tool_LAA – SQM v.2 when preparing their Tender.

Applicants that have already submitted or started to complete the Financial Viability Risk Assessment Pro Forma must ensure that they submit version 2 of the Financial Viability Risk Assessment Pro Forma with their SQ Response.

If an Applicant submits version 1 of the Financial Viability Risk Assessment Pro Forma, the consequence will be that the Applicant may receive an incorrect auto-generated rating of red, amber or green as a result of the information entered into the Pro Forma, which may affect the LAA's satisfactory validation of the Applicant's ability to operate, for example owing to its cash flow, on which the award of a Contract is conditional.