**24 February 2022**

**Invitation to submit an Expression of Interest (“EOI”) to deliver Housing Possession Court Duty Schemes and Housing and Debt Contract Work**

The Legal Aid Agency (“LAA” or “we”) has identified an issue with access in a small number of Housing Possession Court Duty Schemes (“HPCDS”) and in nine Housing and Debt Procurement Areas and is now considering options for securing coverage to ensure access for clients.

**HPCDS services**

There are 3 HPCDS Schemes for which we are seeking expressions of interest to begin delivering services as quickly as possible:

* The **Hull HPCDS** which is delivered at Kingston-upon Hull Combined Court Centre which falls within the City of Kingston upon Hull Housing and Debt procurement area;
* The **Crewe HPCDS** which is delivered at Crewe County Court and Family Court Hearing Centre which falls within the Cheshire Housing and Debt procurement area;
* The **Walsall HPCDS** which is delivered at Walsall County and Family Court which falls within the Walsall Housing and Debt procurement area.

We are also seeking expressions of interest for the following 3 Schemes to be delivered from 1 April 2022:

* The **Bath, Bristol HPCDS** which is delivered at Bath County Court and Family Court and Bristol Civil and Family Justice Centre which falls within the City of Bristol, South Gloucestershire and North Somerset Housing and Debt procurement area;
* The **Lancaster HPCDS** which is delivered at Lancaster County Court and Family Court which falls within the West Lancashire Housing and Debt procurement area;
* The **Stafford HPCDS** which is delivered at Stafford Combined Court Centre which falls within the Staffordshire Housing and Debt procurement area.

The LAA is inviting expressions of interest from organisations currently holding a 2018 Standard Civil Contract (“Contract”) with schedule authorisation in the Housing and Debt Categories of Law that would be interested in delivering one or more of these HPCDS through an Exclusive Schedule under the 2013 Standard Civil Contract (as amended) (“HPCDS Contract”) to start as soon as possible, lasting until 30 September 2022, apart from Bath, Bristol, Lancaster and Stafford HPCDS which will start from 1 April until 30 September 2022.

Preference will be given to organisations whose Housing and Debt schedule authorisation is for an office based in the relevant Procurement Area that corresponds with the HPCDS they are applying to deliver. Preference will also be given to organisations who are able to commence work soonest, in line with the start dates outlined above.

**Organisations must be existing 2018 Standard Civil Contract holders with authorisation in Housing and Debt at the Office(s) from which they are bidding or who are bidding to deliver Housing and Debt Contract Work through this EOI but do not need to be existing HPCDS providers to respond to this opportunity.**

The LAA intends to award the exclusive schedule for these HPCDS to a single provider. In instances where more than one organisation meets the preference criteria for a HPCDS the LAA may offer an exclusive schedule to more than one provider on a shared rota basis.

**Housing services**

We are also offering interested organisations the opportunity to deliver Housing and Debt contract work in the following Procurement Areas:

* City of Kingston upon Hull
* Cheshire
* Redcar and Cleveland
* Shropshire
* Staffordshire
* South Tyneside
* Trafford
* Walsall
* Wigan

There is no limit to the number of organisations we may authorise to deliver Housing and Debt services in these areas.

The LAA is inviting expressions of interest from organisations currently holding a 2018 Standard Civil Contract (“Contract”) that would be interested in delivering Housing and Debt Contract Work in one or more of these Procurement Areas from as soon as possible until 31 August 2022 (subject to the LAA’s right of early termination and to extend for a further 12 months i.e. until 31 August 2023).

Preference will be given to organisations that can deliver contract work from one of the relevant Procurement Area(s) from an office which is a Permanent Presence, but we will also accept EOI’s from organisations who can deliver services from an Office which is a Part Time Presence.

Organisations who wish to establish a new office in a relevant Procurement Area to deliver this work, either on a Permanent or Part Time Presence basis may do so, however, organisations will need to ensure that they provide a completed AC1 form and accompanying documents alongside their EOI. The form and further details on the supporting documents required can be found at: [www.gov.uk/guidance/update-your-details-with-laa](http://www.gov.uk/guidance/update-your-details-with-laa)

**Organisations who apply to deliver Housing and Debt services must be existing 2018 Standard Civil Contract holders but do not need to be a current Housing and Debt provider.**

**Matter Starts Available**

*HPCDS*

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

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| **Courts covered by scheme** | **Housing & Debt procurement area** | **Matter Start allocation** | **10% buffer** | **Maximum permitted** |
| Hull | City of Kingston upon Hull | 272 | 27 | 299 |
| Crewe | Cheshire | 93 | 9 | 102 |
| Walsall | Walsall | 350 | 35 | 385 |
| Bath, Bristol | City of Bristol, South Gloucestershire and North Somerset | 394 | 39 | 433 |
| Lancaster | West Lancashire | 88 | 9 | 97 |
| Stafford | Staffordshire | 210 | 21 | 231 |

*Housing and Debt*

There is no limit to the number of Matter Starts the LAA intends to award in Housing and Debt Procurement Areas listed above. Organisations who are successful through this process will be awarded 100 Matter Starts in Housing and 10 Matter Starts in Debt on a pro rata basis until 31 August 2022, subject to completing verification.

**Requirements**

*HPCDS*

The LAA is interested to hear from organisations that would like to deliver the services who are able to meet all of the requirements. Organisations should review the current requirements and detail their proposal for delivering the HPCDS in the relevant sections of the form below.

It is a condition of any award of an HPCDS Contract that Applicants must hold and comply with the 2018 Standard Civil Contract and have and maintain an authorisation to undertake mainstream (i.e. non-HPCDS) Contract Work in the Housing and Debt Categories of Law. The 2018 Standard Civil Contract requirements, which must be met to hold a schedule to deliver HPCDS, (and the meaning of the defined terms used in the tables below) can be found on the 2018 Standard Civil Contract page Standard civil contract 2018 - GOV.UK (www.gov.uk).

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:

* Deliver advice under the Scheme, as soon as possible, or in the case of the Bath, Bristol, Lancaster and Stafford Schemes, from 1 April 2022. For the avoidance of doubt preference will be given to organisations who are able to commence work soonest;
* Employ a Supervisor who meets the Housing & Debt Supervisor Standard or has an agreed arrangement with the LAA under the Temporary COVID-19 Standards ([[Annex A Temporary COVID-19 Standards (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1034181/Temporary_Covid_Standards_Nov_21.pdf)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/994990/Annex_A_Temporary_COVID_Standards_incorporating_Mediation_4_June_21.pdf)) and who will oversee the running of the HPCDS.

Organisations must submit a Supervisor Declaration form which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted or a Temporary Covid Standard Agreement (Standard civil contract 2018 - GOV.UK (www.gov.uk));

* 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.

Details of the HPCDS Contract can be found at [Standard Civil Contract (Housing Possession Court Duty Scheme) 2013 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/standard-civil-contract-housing-possession-court-duty-scheme-2013).

Exclusive schedules will cover the period from the date from which organisations confirm that they are able to commence work until 30 September 2022.

We may contract with a single provider for each HPCDS and the provider must have capacity to deliver all work in the Scheme either on its own or through the use of Agents.

*Housing and Debt*

We would like to hear from organisations who want to deliver Housing and Debt services in one or more of the relevant Procurement Areas and who are able to meet the requirements of the 2018 Standard Civil Contract in full (Standard civil contract 2018 - GOV.UK (www.gov.uk). The minimum requirements to hold a 2018 Standard Civil Contract with authorisation in Housing and Debt are that an organisation:

* holds a relevant Quality Standard (SQM or Lexcel);
* has at least one Office in England and Wales which meets the Permanent Presence requirements set out in the 2018 Standard Civil Contract Specification;
* employs at least one Full Time Equivalent (“FTE”) Supervisor who meets the Supervisor Standard as set out at paragraph 2.10 – 2.25 of the 2018 Standard Civil Contract General Specification and in the Civil Contract Category Specific Rules Housing and Debt (Section 10) (21 September 2021) or the Temporary Covid Standard;
* meets the one FTE Supervisor to four FTE Caseworker ratio at each Office from which it will deliver Housing and Debt Services;
* each Office in the Procurement Area from which the Applicant is tendering to deliver Housing and Debt Contract Work must be a Permanent Presence
* employs at least one Part Time Equivalent (PTE) Authorised Litigator with experience of delivering Housing and Debt cases, who will be available to each of its Offices to deliver Licensed Work.

Whilst we will give preference to organisations which are able to meet these requirements in full, we also want to hear from organisations who are not able to deliver contract work from the relevant Procurement Area(s) from an office which is a Permanent Presence, but who may be able to deliver services from an Office which is a Part Time Presence.

Please note that where organisations bid on the basis of having an office in the relevant Procurement Area(s) which is a Part Time Presence, they will be required to meet all of the other minimum requirements set out above. For the avoidance of doubt this includes having an Office in England and Wales that meets the Permanent Presence requirements.

**Next Steps**

If you wish to express an interest in delivering HPCDS services and/or Housing and Debt services please complete and email the EOI form to [civil.contracts@justice.gov.uk](mailto:civil.contracts@justice.gov.uk) by **12 noon on** **14 March 2022.**

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

In instances where more than one organisation meets the preference criteria for a HPCDS, the LAA may offer an exclusive schedule to more than one organisation on a shared rota basis.

There is no limit to the number of organisations we may authorise to deliver Housing and Debt work. We will give authorisation to all organisations that meet the LAA’s minimum requirements, or where no bids are received from organisations able to meet these, where expressions of interest are received from those who can meet the minimum requirements with the exception of having an office in the relevant Procurement Area which is a Permanent Presence.

**Invitation for Expressions of Interest to deliver Housing Possession Court Duty Scheme Services and Housing and Debt Services: Expression of Interest Form**

Please complete the following information to express interest in delivering one or more Scheme and/or Housing and Debt services.

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| **1. Provider details**  Name of organisation:    Contact name:    Head office address and postcode:    LAA Account Number:    Contact telephone number:    Contact email address: |

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| **2. Services**  Please confirm the services in which you are expressing an interest (please tick all that apply):  **HPCDS Services**  **Crewe HPCDS**  Where you have ticked this Scheme, please provide the office address and LAA Account Number from which you intend to deliver it:    Please enter the date from which you are able to commence delivering HPCDS services in the Crewe Scheme:    Please confirm if you meet the requirement to employ a Housing & Debt Supervisor who meets the Supervisor Standard or the Temporary Covid Standard and will oversee the running of the HPCDS  Meet  If you have ticked ‘meet’ you must submit at least one fully compliant Housing & Debt Supervisor Declaration Form, which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted, or a Temporary Covid Standard Agreement with your EOI.  **Hull HPCDS**  Where you have ticked this Scheme, please provide the office address and LAA Account Number from which you intend to deliver it:    Please enter the date from which you are able to commence delivering HPCDS services in the Hull Scheme:    Please confirm if you meet the requirement to employ a Housing & Debt Supervisor who meets the Supervisor Standard or the Temporary Covid Standard and will oversee the running of the HPCDS  Meet  If you have ticked ‘meet’ you must submit at least one fully compliant Housing & Debt Supervisor Declaration Form, which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted, or a Temporary Covid Standard Agreement with your EOI.  **Walsall HPCDS**  Where you have ticked this Scheme, please provide the office address and LAA Account Number from which you intend to deliver it:    Please enter the date from which you are able to commence delivering HPCDS services in the Walsall Scheme:    Please confirm if you meet the requirement to employ a Housing & Debt Supervisor who meets the Supervisor Standard or the Temporary Covid Standard and will oversee the running of the HPCDS  Meet  If you have ticked ‘meet’ you must submit at least one fully compliant Housing & Debt Supervisor Declaration Form, which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted, or a Temporary Covid Standard Agreement with your EOI.  **Bath, Bristol HPCDS**  Where you have ticked this Scheme, please provide the office address and LAA Account Number from which you intend to deliver it:  Are you able to deliver the Bath, Bristol HPCDS from 1 April 2022?  Yes  No  Where you have answered No, please enter the date from which you are able to commence delivering HPCDS services in the Bath, Bristol Scheme:    Please confirm if you meet the requirement to employ a Housing & Debt Supervisor who meets the Supervisor Standard or the Temporary Covid Standard and will oversee the running of the HPCDS  Meet ☐  If you have ticked ‘meet’ you must submit at least one fully compliant Housing & Debt Supervisor Declaration Form, which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted, or a Temporary Covid Standard Agreement with your EOI.  **Lancaster HPCDS**  Where you have ticked this Scheme, please provide the office address and LAA Account Number from which you intend to deliver it:  Are you able to deliver the Lancaster HPCDS from 1 April 2022?  Yes  No  Where you have answered No, please enter the date from which you are able to commence delivering HPCDS services in the Lancaster Scheme:    Please confirm if you meet the requirement to employ a Housing & Debt Supervisor who meets the Supervisor Standard or the Temporary Covid Standard and will oversee the running of the HPCDS  Meet ☐  If you have ticked ‘meet’ you must submit at least one fully compliant Housing & Debt Supervisor Declaration Form, which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted, or a Temporary Covid Standard Agreement with your EOI.  **Stafford HPCDS**  Where you have ticked this Scheme, please provide the office address and LAA Account Number from which you intend to deliver it:  Are you able to deliver the Stafford HPCDS from 1 April 2022?  Yes  No  Where you have answered No, please enter the date from which you are able to commence delivering HPCDS services in the Stafford Scheme:    Please confirm if you meet the requirement to employ a Housing & Debt Supervisor who meets the Supervisor Standard or the Temporary Covid Standard and will oversee the running of the HPCDS  Meet ☐  If you have ticked ‘meet’ you must submit at least one fully compliant Housing & Debt Supervisor Declaration Form, which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted, or a Temporary Covid Standard Agreement with your EOI.  **Housing and Debt services**  **Housing and Debt services in the City of Kingston upon Hull Procurement Area**  Where you have ticked this Procurement Area please provide the office address and LAA Account Number (if relevant) from which you intend to deliver the service.  Where you intend to establish an office please ensure that you submit a properly completed AC1 form and supporting documentation alongside your EOI:    Will the office in the Procurement Area be a Permanent or Part Time Presence?  Permanent Presence  Part Time Presence  Please enter the date from which you are able to commence delivering services in the Procurement Area:    Please confirm if you meet the requirement to employ a Housing & Debt Supervisor who meets the Supervisor Standard or the Temporary Covid Standard  Meet  If you have ticked ‘meet’ you must submit at least one fully compliant Housing & Debt Supervisor Declaration Form, which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted, or a Temporary Covid Standard Agreement with your EOI.  **Housing and Debt services in the Cheshire Procurement Area**  Where you have ticked this Procurement Area please provide the office address and LAA Account Number (if relevant) from which you intend to deliver the service.  Where you intend to establish an office please ensure that you submit a properly completed AC1 form and supporting documentation alongside your EOI:    Will the office in the Procurement Area be a Permanent or Part Time Presence?  Permanent Presence  Part Time Presence  Please enter the date from which you are able to commence delivering services in the Procurement Area:    Please confirm if you meet the requirement to employ a Housing & Debt Supervisor who meets the Supervisor Standard or the Temporary Covid Standard  Meet  If you have ticked ‘meet’ you must submit at least one fully compliant Housing & Debt Supervisor Declaration Form, which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted, or a Temporary Covid Standard Agreement with your EOI.  **Housing and Debt services in the Redcar & Cleveland Procurement Area**  Where you have ticked this Procurement Area please provide the office address and LAA Account Number (if relevant) from which you intend to deliver the service.  Where you intend to establish an office please ensure that you submit a properly completed AC1 form and supporting documentation alongside your EOI:    Will the office in the Procurement Area be a Permanent or Part Time Presence?  Permanent Presence  Part Time Presence  Please enter the date from which you are able to commence delivering services in the Procurement Area:    Please confirm if you meet the requirement to employ a Housing & Debt Supervisor who meets the Supervisor Standard or the Temporary Covid Standard  Meet  If you have ticked ‘meet’ you must submit at least one fully compliant Housing & Debt Supervisor Declaration Form, which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted, or a Temporary Covid Standard Agreement with your EOI.  **Housing and Debt services in the Shropshire Procurement Area**  Where you have ticked this Procurement Area please provide the office address and LAA Account Number (if relevant) from which you intend to deliver the service.  Where you intend to establish an office please ensure that you submit a properly completed AC1 form and supporting documentation alongside your EOI:    Will the office in the Procurement Area be a Permanent or Part Time Presence?  Permanent Presence  Part Time Presence  Please enter the date from which you are able to commence delivering services in the Procurement Area:    Please confirm if you meet the requirement to employ a Housing & Debt Supervisor who meets the Supervisor Standard or the Temporary Covid Standard  Meet  If you have ticked ‘meet’ you must submit at least one fully compliant Housing & Debt Supervisor Declaration Form, which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted, or a Temporary Covid Standard Agreement with your EOI.  **Housing and Debt services in the Staffordshire Procurement Area**  Where you have ticked this Procurement Area please provide the office address and LAA Account Number (if relevant) from which you intend to deliver the service.  Where you intend to establish an office please ensure that you submit a properly completed AC1 form and supporting documentation alongside your EOI:    Will the office in the Procurement Area be a Permanent or Part Time Presence?  Permanent Presence  Part Time Presence  Please enter the date from which you are able to commence delivering services in the Procurement Area:    Please confirm if you meet the requirement to employ a Housing & Debt Supervisor who meets the Supervisor Standard or the Temporary Covid Standard  Meet  If you have ticked ‘meet’ you must submit at least one fully compliant Housing & Debt Supervisor Declaration Form, which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted, or a Temporary Covid Standard Agreement with your EOI.  **Housing and Debt services in the South Tyneside Procurement Area**  Where you have ticked this Procurement Area please provide the office address and LAA Account Number (if relevant) from which you intend to deliver the service.  Where you intend to establish an office please ensure that you submit a properly completed AC1 form and supporting documentation alongside your EOI:    Will the office in the Procurement Area be a Permanent or Part Time Presence?  Permanent Presence  Part Time Presence  Please enter the date from which you are able to commence delivering services in the Procurement Area:    Please confirm if you meet the requirement to employ a Housing & Debt Supervisor who meets the Supervisor Standard or the Temporary Covid Standard  Meet  If you have ticked ‘meet’ you must submit at least one fully compliant Housing & Debt Supervisor Declaration Form, which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted, or a Temporary Covid Standard Agreement with your EOI.  **Housing and Debt services in the Trafford Procurement Area**  Where you have ticked this Procurement Area please provide the office address and LAA Account Number (if relevant) from which you intend to deliver the service.  Where you intend to establish an office please ensure that you submit a properly completed AC1 form and supporting documentation alongside your EOI:    Will the office in the Procurement Area be a Permanent or Part Time Presence?  Permanent Presence  Part Time Presence  Please enter the date from which you are able to commence delivering services in the Procurement Area:    Please confirm if you meet the requirement to employ a Housing & Debt Supervisor who meets the Supervisor Standard or the Temporary Covid Standard  Meet  If you have ticked ‘meet’ you must submit at least one fully compliant Housing & Debt Supervisor Declaration Form, which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted, or a Temporary Covid Standard Agreement with your EOI.  **Housing and Debt services in the Walsall Procurement Area**  Where you have ticked this Procurement Area please provide the office address and LAA Account Number (if relevant) from which you intend to deliver the service.  Where you intend to establish an office please ensure that you submit a properly completed AC1 form and supporting documentation alongside your EOI:    Will the office in the Procurement Area be a Permanent or Part Time Presence?  Permanent Presence  Part Time Presence  Please enter the date from which you are able to commence delivering services in the Procurement Area:    Please confirm if you meet the requirement to employ a Housing & Debt Supervisor who meets the Supervisor Standard or the Temporary Covid Standard  Meet  If you have ticked ‘meet’ you must submit at least one fully compliant Housing & Debt Supervisor Declaration Form, which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted, or a Temporary Covid Standard Agreement with your EOI.  **Housing and Debt services in the Wigan Procurement Area**  Where you have ticked this Procurement Area please provide the office address and LAA Account Number (if relevant) from which you intend to deliver the service.  Where you intend to establish an office please ensure that you submit a properly completed AC1 form and supporting documentation alongside your EOI:    Will the office in the Procurement Area be a Permanent or Part Time Presence?  Permanent Presence  Part Time Presence  Please enter the date from which you are able to commence delivering services in the Procurement Area:    Please confirm if you meet the requirement to employ a Housing & Debt Supervisor who meets the Supervisor Standard or the Temporary Covid Standard  Meet  If you have ticked ‘meet’ you must submit at least one fully compliant Housing & Debt Supervisor Declaration Form, which demonstrates the required case hours/ case involvement from the 12-month period immediately preceding the date the form is submitted, or a Temporary Covid Standard Agreement with your EOI. |

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| **3. Agents (applies to HPCDS only)**  Do you intend to use Agents to deliver any of the Schemes for which you are expressing an interest?  Yes  No  On which Scheme(s) do you intend to use Agents?  Crewe  Please provide the name(s) and office address(es) of the Agent(s) you intend to use:    Hull  Please provide the name(s) and office address(es) of the Agent(s) you intend to use:    Walsall  Please provide the name(s) and office address(es) of the Agent(s) you intend to use:    Bath, Bristol  Please provide the name(s) and office address(es) of the Agent(s) you intend to use:    Lancaster  Please provide the name(s) and office address(es) of the Agent(s) you intend to use:    Stafford  Please provide the name(s) and office address(es) of the Agent(s) you intend to use: |

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| **4. HPCDS Delivery Plan**  With reference to the HPCDS requirements detailed above please set out your plan for delivery of the services. |

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| **5. Housing and Debt Delivery Plan**  If you are expressing an interest in delivering Housing and Debt Services in the relevant Procurement Area(s) with reference to the Housing and Debt minimum requirements detailed above, please set out your plan for delivery of these services |

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| **6.** **Declaration**  By completing and submitting this Expression of Interest you confirm that you are authorised to make this submission on behalf of the organisation and that the answers submitted in this Expression of Interest are correct.  In submitting this EOI you understand that the information will be used in the process to assess your organisation’s suitability to be offered a HPCDS exclusive schedule for one or more of the Schemes being offered under this EOI and/or authorisation to deliver Housing and Debt Services in one or more of the relevant Procurement Area(s) being offered under this EOI.  You understand that the LAA may conduct verification checks and may reject this EOI if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way.  Name of the individual making the declaration:    Position within organisation:    Date: |

Please return this form to [civil.contracts@justice.gov.uk](mailto:civil.contracts@justice.gov.uk) by **12 noon on 14 March 2022**