



Legal Aid
Agency

Procurement of Civil Legal Aid Services in England and Wales from 1 September 2023 Invitation To Tender Information for Applicants

The Legal Aid Agency (“**LAA**”) is inviting Tenders to deliver the publicly funded face to face civil legal aid services from 1 September 2023 under the 2018 Standard Civil Contract (“**2018 Contract**”) in the following Categories of Law:

- Family
- Housing, Debt and Welfare Benefits
- Immigration and Asylum (including work at Immigration Removal Centres (“**IRCs**”))
- Mental Health
- Community Care
- Claims Against Public Authorities
- Clinical Negligence
- Public Law
- Family Mediation
- Education
- Discrimination

On 3 October 2022, the LAA confirmed that it would be extending the 2018 Contract to allow current contract holders to continue delivering contracted services until the new end date of 31 August 2024.

On 3 November 2022, the LAA confirmed it would offer further opportunities to apply to deliver work under the 2018 Contract extension period.

The Contract Work awarded under this procurement process will run from 1 September 2023 to 31 August 2024.

This procurement process is open to:

- New Entrants seeking to deliver publicly funded civil legal aid services; and
- existing Providers who hold a 2018 Contract and who are seeking to deliver publicly funded civil legal aid services in additional Categories of Law; and
- existing Providers who hold a 2018 Contract and who are seeking to deliver publicly funded civil legal aid services from additional offices / Procurement Areas.

Providers who:

- **currently hold a 2018 Contract; and**
- **who have accepted the extension to that Contract issued on 2 March 2023; and**
- **who are not seeking to deliver Contract Work in additional Categories of Law and/or from additional offices / Procurement Areas**

do not need to submit a response to this procurement process.

The deadline for submitting Tenders is 5pm on 31 March 2023

A compliant Tender consists of a Response to:

1. the Selection Questionnaire ("SQ"); plus
2. each relevant Invitation To Tender ("ITT") for the Categories of Law that the Applicant wishes to deliver under the 2018 Contract.

Examples:

Red & Co is a New Entrant and does not currently hold a 2018 Contract. It wishes to deliver services in the Family and Immigration and Asylum Categories of Law. It must submit a Tender which consists of:

- i. an SQ response; and
- ii. a Response to the Family ITT; and
- iii. a Response to the Immigration and Asylum ITT

by 5pm on 31 March 2023

Blue Limited holds a 2018 Contract to deliver Housing and Debt Contract Work but also wishes to deliver Family Contract Work from 1 September 2023. It must submit a Tender which consists of:

- i. an SQ Response; and
- ii. a Response to the Family ITT

by 5pm on 31 March 2023.

Green LLP holds a 2018 Contract to deliver Family Contract Work in the Shropshire Procurement Area but, in addition, wishes to deliver Family Contract Work from the Staffordshire Procurement Area. It must submit a Tender which consists of:

- i. an SQ Response; and
- ii. a Response to the Family ITT

by 5pm on 31 March 2023.

This IFA

This Information for Applicants document ("IFA") provides information about the ITT(s), including how Applicants submit an ITT Response, and the rules governing this element of the procurement process.

Applicants must read this IFA and all supplementary information provided in their entirety, including the Selection Questionnaire Information for Applicants ("SQ IFA"), 'Frequently Asked Questions' ("FAQs") published by the LAA during this procurement process, before submitting their ITT Response(s).

Applicants must read the 2018 Contract (available at [Standard Civil Contract 2018 - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/682412/Standard_Civil_Contract_2018.pdf)) in full to ensure that they understand the full nature and extent of the obligations they are committing to accept.

Where not defined in the body of this IFA, capitalised terms are either defined in the glossary at Annex B of the Selection Questionnaire Information for Applicants (SQ IFA) or in the 2018 Contract.

Late submissions will not be considered under any circumstances. It is the Applicant's sole responsibility to ensure that it submits a compliant Tender before the Tender Deadline.

It is the Applicant's sole responsibility to ensure that its SQ Response and ITT Response(s) have been correctly completed to fully and properly represent the Applicant's bid for Contract Work offered under this procurement process.

Where an Applicant is notified of our intention to award them a 2018 Contract, subject to verification, it is the Applicant's sole responsibility to ensure they provide us with all necessary verification information.

Applicants will have the opportunity and are strongly recommended, where possible, to submit ALL compliant verification information with their ITT Response(s). Where an Applicant does not submit all compliant verification information with their Tender, requests for verification information will be sent to Applicants who are notified their Tender has been successful.

The deadline to submit compliant verification information is 23.59 on 10 May 2023. Applicants wishing to tender to deliver Contract Work in any IRC must note that where compliant verification information is not provided by this date, Contract offers for this service will be withdrawn. This is because the LAA is required to prepare and publish rotas to all IRC providers in advance of 1 September.

The LAA may accept compliant verification information after the deadline of 23:59 on 10 May 2023 where Applicants have tendered to deliver Contract Work in any other Category of Law (including Immigration and Asylum but not including IRC Contract Work) at its discretion and subject to the conditions outlined in Section 7 of this IFA.

TIMETABLE

For guidance purposes only, a list of indicative dates for key activities of the procurement process is set out below. Where there are significant changes to the dates for key activities relating to the procurement process, the LAA will notify Applicants through the eTendering system.

Activity	Timescale
Procurement process 2018 Contracts from September 2023 opens	7 March 2023
Final date for submission of questions about the procurement process	23:59 on 15 March 2023
Publication of Frequently Asked Questions	Week commencing 20 March 2023
Deadline for submission of Tenders including a single SQ and relevant ITT Responses	5pm on 31 March 2023
Outcome of Tenders notified	From 28 April 2023
Final deadline for submitting compliant Tender verification information	23:59 on 10 May 2023
Contract Start Date	1 September 2023

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SECTION 1: INTRODUCTION AND BACKGROUND

About the Legal Aid Agency ("LAA") and this procurement process

- 1.1 The LAA, on behalf of the Lord Chancellor, is responsible for commissioning and administering legal aid services (publicly funded advice and representation) across England and Wales in accordance with the [Legal Aid, Sentencing and Punishment of Offenders Act 2012](#) and associated legislation. All contract documentation is issued by the LAA on behalf of the Lord Chancellor.
- 1.2 The Legal Aid Agency ("LAA") is inviting Tenders to deliver the publicly funded face to face civil legal aid services from 1 September 2023 under the 2018 Standard Civil Contract in the following Categories of Law:
 - Family
 - Housing, Debt and Welfare Benefits
 - Immigration and Asylum (including work at IRCs)
 - Mental Health
 - Community Care
 - Claims Against Public Authorities
 - Clinical Negligence
 - Public Law
 - Family Mediation
 - Education
 - Discrimination
- 1.3 The Deadline for submitting Tenders is **5pm on 31 March 2023**. All Tenders must be completed and submitted using the eTendering system. Late submissions will not be accepted. It is the Applicant's sole responsibility to ensure that the LAA receives its Tender before the Deadline.
- 1.4 If a single SQ Response and ITT(s) Response(s) are not submitted, are incomplete or are incapable of assessment the Tender will be rejected. Where an Applicant submits more than one ITT Response for a 2018 Contract in the same Category of Law the LAA will assess only the last ITT Response submitted prior to the Deadline.
- 1.5 An Applicant must ensure that its entire Tender is capable of concurrent delivery. Where an Applicant submits a response to multiple ITTs, it is warranting that it will be

able to deliver services concurrently under all corresponding 2018 Contracts if successful.

Who can submit a tender?

- 1.6 Any organisation who can meet the minimum contract requirements may tender to deliver services under a 2018 Contract.

This procurement process is open to:

- New Entrants seeking to deliver publicly funded civil legal aid services; and
 - existing Providers who hold a 2018 Contract and who are seeking to deliver publicly funded civil legal aid services in additional Categories of Law; and
 - existing Providers who hold a 2018 Contract and who are seeking to deliver publicly funded civil legal aid services from additional offices / Procurement Areas.
- 1.7 The LAA will not accept subcontracting or consortia arrangements but the use of Agents is permitted if the conditions in paragraph 2.5 of the 2018 Standard Civil Contract Specification are satisfied.
- 1.8 The LAA will only contract with single legal entities (including individuals who are sole traders). Applicants must bid as the contracting entity that they intend to be to deliver Contract Work. It is not necessary for the contracting entity to have been formed at the time an Applicant submits its Tender, however, where this is the case the LAA will require them to confirm that the contracting entity has been formed as part of its verification process.
- 1.9 The contracting entity must have been formed by 23:59 on 10 May 2023. This is to enable the LAA to confirm that the Applicant is fully constituted prior to the notification of the Contract Work awards. Where the Applicant does not comply with this requirement, the LAA may reject the Applicant's Tender.
- 1.10 Where the Applicant:
- has been dissolved or is, for any other reason, incapable of executing a contract;
 - is not fully constituted as the contracting entity named in its Tender; or
 - is unable to meet the Contract requirements by the applicable deadlines, any contract offer made to it may be withdrawn.

About the 2018 Contract

- 1.11 Successful Applicants will be awarded a 2018 Contract to provide the applicable Contract Work subject to them meeting all necessary verification requirements (see section 7).
- 1.12 Contract Work awarded under this procurement process will start on 1 September 2023 (the Contract Start Date) and will run until 31 August 2024.
- 1.13 Each 2018 Contract consists of and is formed by the following parts:
- Contract for Signature;

- 2018 Standard Terms (applicable to all contracts irrespective of the specific services to be provided);
- Specification (governs how work must be delivered and includes the key performance indicators that Providers must meet. There are two parts to the Specification – the General Specification which applies to all services under the 2018 Contract, except Family Mediation, and the Category Specific Specifications which apply to individual Categories);
- Schedules (set out the Categories of Law a Provider is authorised to undertake work in, the volume of work and any bespoke terms relevant to the delivery of Services at a particular Office location); and
- Category Definitions (set out the scope of work permitted in each Category of Law).

1.14 Please note that the Contract for Signature for successful Applicants who do not currently hold a 2018 Standard Civil Contract will be amended so that recital A refers to the date on which this IFA was published and, at Clause 2.1, the Contract Start Date will be expressed as being the date on which the Applicant states they can start delivering services in their bid and the Contract Period defined as the period from the Contract Start Date to 31 August 2024.

1.15 Applicants may be party to no more than one 2018 Standard Civil Contract. Therefore, if an Applicant who already holds a 2018 Standard Civil Contract successfully bids for Contract Work available through this procurement process the award of Contract Work will be made through their existing 2018 Standard Civil Contract, either through a new Schedule or through an amendment to an existing Schedule.

1.16 Under the 2018 Standard Civil Contract organisations have one or more Schedules (i.e. one Schedule for each Office). Each Schedule details the Contract Work (including Categories of Law and Matter Start allocations) authorised at the Office. Where an Applicant has tendered through this procurement process from an Office for which they already have a Schedule, Contract Work awarded through this procurement process will be added to their Contract through an amendment to that existing Schedule. Where an Applicant has tendered through this procurement process from an Office for which they don't already have a Schedule, a new Schedule for that Office will be added to their 2018 Standard Civil Contract.

About 2018 Contract Work

1.17 Contract Work is divided into two broad areas:

- Controlled Work: generally basic levels of advice and assistance prior to issue of proceedings; and
- Licensed Work: generally representation – issue and conduct of proceedings and advocacy

- 1.18 Controlled Work cases are known as ‘Matters’ or ‘Matter Starts’. Controlled Work permits Providers with available Matter Starts to assist clients directly without prior authority from the LAA. Except in relation to the Clinical Negligence and Family Mediation Categories, a certain number of Matter Starts will be allocated to Providers and then set out in the applicable 2018 Contract Schedule. In the Clinical Negligence and Family Mediation Categories of Law, while no Matter Starts will be awarded, successful Applicants will be given authorisation in their Schedule(s) to open Matter Starts, reflected on a Provider’s 2018 Contract Schedule by a notional allocation of 1 Matter Start.
- 1.19 There is no limit to the volume of Licensed Work that a Provider may undertake. However, funding applications must be submitted to the LAA for each Licensed Work case.
- 1.20 Whilst the LAA may allocate a certain volume of Matter Starts to Providers, no guarantee is provided in relation to the volume or value of work which individual Providers will receive/be paid for under any 2018 Contract. Services are provided under open market conditions and clients are free to choose from those Providers holding a 2018 Contract.
- 1.21 Payments under all 2018 Contracts will be at the rates set out in Legal Aid Legislation.
- 1.22 Contract Work in each Category of Law is organised by geographic areas referred to in the Tender documentation as Procurement Areas.
- 1.23 There is no limit to the number of 2018 Contracts or additional Contract Work under existing 2018 Contracts that may be awarded under this process. Organisations that meet the LAA’s minimum requirements to hold a 2018 Contract (the SQ requirements) and who can meet the relevant general and Category-specific requirements set out in this ITT IFA will be awarded a 2018 Contract.
- 1.24 Contract Work will be delivered at individual Offices (and Outreach in the case of Family Mediation) which sit within the relevant geographic areas, known as ‘Procurement Areas’. Except in the Mental Health Category, an Applicant must detail in its ITT Response the Contract Work that it is tendering to deliver from each Office. In the Mental Health Category, an Applicant must detail the work they wish to deliver in a Procurement Area and specify one Office in the relevant Procurement Area. See paragraph 2.38 for more information.
- 1.25 A Tender to deliver Contract Work in a specific Category of Law from a particular Office is known as an “Individual Bid”. Consequently, the ITT Response of an Applicant wishing to deliver Contract Work from multiple Offices will contain an Individual Bid for each Office in each applicable Category of Law, except for Family Mediation. In Family Mediation, Applicants will tender for a single Office only to which their Schedule will be attached, and any additional Outreach locations will be collected as part of verification.
- 1.26 There is no limit to the number of Matter Starts the LAA intends to award in any Procurement Area. Successful Applicants will be awarded the volume of work as

relevant in the Category of Law they bid for (see the 'Lots' section below), subject to completing verification.

- 1.27 It is the Applicant's sole responsibility to ensure they provide the LAA with all the necessary information to verify their Tender. All compliant verification information must be provided no later than 23:59 on 10 May 2023.

Lots

- 1.28 Lots will apply to the Categories of:

- Family
- Housing
- Immigration and Asylum
- Mental Health

- 1.29 In the Categories of Community Care, Public Law, Actions Against Public Authorities, Debt, Welfare Benefits, Education and Discrimination Lots will not apply, and Applicants will not be required to tender for a specific Lot. Successful Individual Bids within these Categories will be awarded a fixed allocation for the term of any Contract Work award as specified in this IFA.

- 1.30 In addition, Lots will not apply in respect of Immigration and Asylum Contract Work at IRCs. Successful Individual Bids for Contract Work at an IRC will be awarded an equal share of Matter Starts available Matter Starts awarded for Contract Work at an IRC will be subject to 'Exclusive Schedule' arrangements. Matter Starts awarded for use at an IRC may be used only in the delivery of Immigration & Asylum Contract Work at the IRC for which they have been awarded.

- 1.31 Applicants tendering in Categories where Lots apply must specify a Lot for each Individual Bid, based on the volume of Matter Starts they intend to be capable of delivering Contract Work awarded under this procurement process.

- 1.32 In some Categories there are additional Lot-specific quality requirements (see Section 2 of this IFA).

- 1.33 Where an Applicant is unable to evidence that they meet the requirements of the Lot for which they have bid, the relevant Individual Bid will be re-classified in accordance with the evidence supplied by the Applicant.

For example, if an Applicant bidding in Lot 2 for Housing (which requires the Applicant to employ an Authorised Litigator from the relevant Office) and is unable to provide the necessary evidence that they meet the requirement, they would have their Individual Bid re-classified to Lot 1 (for which there is no Lot-specific quality requirement) and be allocated a Lot 1 Matter Start allocation.

- 1.34 In all Categories (except Clinical Negligence and Family Mediation), successful Applicants will be able to deliver up to the volume of Matter Starts awarded, subject to 2018 Contract rules on the award of Supplementary Matter Starts.

- 1.35 Matter Start allocations for Categories (and Lots, where applicable) are outlined below:

Category	Lot	Matter Start value (Matter Starts awarded to a successful Individual Bid)	Lot-specific quality requirements?
Family	Licensed Work Only	0	No
	Lot 1	20	No
	Lot 2	100	No
	Lot 3	250	Yes – additional accreditation required
Housing	Lot 1	100	No
	Lot 2	250	Yes – increased Authorised Litigator requirements
Immigration and Asylum	Lot 1	150	No
	Lot 2a Note, Individual Bids in this Lot may tender for Detained Duty Advice (DDAS) work at IRCs	300	Yes – required to undertake full range of work (Controlled and Licensed)
	Lot 2b Note, Individual Bids in this Lot may tender for all IRC work – DDAS and /or Detained Asylum Casework (DAC)	300	Yes – 1) required to undertake full range of work (Controlled and Licensed); and 2) additional accreditation required
Mental Health	Lot 1	100	Yes – specific number of accredited representatives required
	Lot 2	300	Yes – specific number of accredited representatives required
	Lot 3	500	Yes – specific number of accredited representatives required
Community Care	N/A	100	No
Public Law	N/A	30	No
Claims Against Public Authorities	N/A	60	No
Debt	N/A	10	No
Welfare Benefits	N/A	30	No
Clinical Negligence	N/A	Notional allocation of 1	No
Family Mediation	N/A	Notional allocation of 1	No
Education	N/A	100	No

Discrimination	N/A	100	No
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Categories where Lots apply

- 1.36 In the Categories of Family, Housing, Immigration and Asylum and Mental Health, Applicants must tender for a volume of Matter Starts set out in the relevant Lots.
- 1.37 Applicants are not required to stipulate a specific number of Matter Starts as part of their Tender. Rather, where applicable, Applicants must choose the 'Lot' that corresponds with the volume they expect to be capable of delivering. A successful Applicant will be authorised to deliver up to the volume of Matter Starts associated with the Lot in which it bids, subject to meeting any Lot-specific requirements and verification.
- 1.38 An Applicant wishing to bid from multiple Offices within a Category ITT (and therefore submitting multiple Individual Bids) may submit Individual Bids for different Lots. For example, an Applicant may have one Family Individual Bid from Office A for Lot 1 (up to 20 Matter Starts) and another Family Individual Bid from Office B for Lot 2 (up to 100 Matter Starts). Further detail on how to complete Individual Bids is contained at Section 4.
- 1.39 Applicants tendering for the Immigration and Asylum Category should note that the same volume of work is associated with both Lot 2a and 2b. The Lot an Applicant bids for will determine the work at IRCs an Applicant is eligible to bid for. Applicants bidding in Lot 2b must also meet higher quality requirements.
- 1.40 An Applicant should ensure it bids for the correct Lot according to the number of Matter Starts it considers it can realistically deliver.

Categories where Lots do not apply

- 1.41 In the Community Care, Public Law, Actions Against Public Authorities, Debt, Welfare Benefits, Education and Discrimination Categories of Law Applicants are not required to tender for a specific allocation of Matter Starts. All successful Individual Bids will be awarded a fixed allocation for the Contract Period.

Clinical Negligence and Family Mediation

- 1.42 In the Clinical Negligence and Family Mediation Categories of Law, Applicants are not required to tender for a volume of Matter Starts. They are tendering for a licence to undertake the work from their Office. That means there will be no fixed limit to the volume of Controlled Work Providers in this Category can undertake. Schedules for successful Applicants will include a notional allocation of 1 Matter Start to indicate the Applicant has authorisation to conduct Contract Work.

Immigration Removal Centres ("IRCs")

- 1.43 There are two types of work conducted in an IRC setting:

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1. DDAS and
 2. DAC.
- 1.44 The delivery of Immigration and Asylum Contract Work at IRCs is subject to Exclusive Schedule Arrangements. This means that, subject to the limited exceptions at paragraph 8.6 of the Immigration and Asylum Category Specification, only Applicants successful in this process and who are awarded an IRC Exclusive Schedule will be permitted to deliver DDAS or DAC services in the applicable IRC(s) from 1 September 2023. Contract holders who do not hold an IRC Exclusive Schedule may provide Contract Work to individuals in IRCs that is not restricted to holders of Exclusive Schedule Authorisations.
- 1.45 To undertake work at an IRC, Applicants must already hold or be awarded through this procurement process (and continue to hold) a 2018 Contract to deliver Immigration and Asylum Contract Work and must already hold or be awarded (and continue to hold) IRC Exclusive Schedule(s). Applicants wishing to deliver Contract Work in the Immigration and Asylum Category of Law at IRCs must tender to do so as part of their ITT Response for Immigration and Asylum Contract Work. Applicants tendering to deliver services at IRCs must meet the IRC requirements in addition to the requirements for Immigration and Asylum Contract Work.
- 1.46 All Applicants that successfully tender a) for Immigration and Asylum Contract Work and b) to join one or more IRC Rotas as part of a Tender will be awarded an IRC Exclusive Schedule, subject to verification.
- 1.47 Applicants may only bid for each IRC once at an organisation level. The following eligibility criteria also apply:
- i. Applicants that tender for Immigration and Asylum in Lot 1 only will not be eligible to tender for IRC work;
 - ii. Applicants that tender for Immigration and Asylum and submit at least one Lot 2a Individual Bid will be eligible to tender to join DDAS Rotas at IRCs only;
 - iii. Applicants that tender for Immigration and Asylum and submit at least one Lot 2b Individual Bid will be eligible to tender to join DDAS Rotas at IRCs and/ or DAC Rotas at IRCs.
- 1.48 In the event that an Applicant tenders for the same IRC more than once, the LAA will consider only one Individual Bid for an IRC and where the information submitted by the Applicant differs between Individual Bids for the same IRC, the LAA will act in accordance with paragraph 5.12.
- 1.49 There is no limit to the number of Applicants that can be awarded an IRC Exclusive Schedule. The available Rota work, including the Matter Starts available to deliver Controlled Work for clients seen at a DDAS Surgery, will be divided equally between the organisations that successfully tender. There is no minimum number of Applicants being sought and therefore where there is a sole successful Applicant, they will be awarded 100% of the work falling within the scope of this contract. IRC Matter Starts will be

added to the Schedule for the Applicant's Office from which it has made its Individual Bid in the relevant Lot. Where an Applicant has submitted more than one Individual Bid in the relevant Lot (for example, an Applicant submits two successful Lot 2a Individual Bids and also bids to join DDAS Rotas), the Applicant will be asked to choose at the point of verification which Office Schedule they wish the IRC allocation to be attached to.

Detained Duty Advice Scheme

- 1.50 Applicants must be able to deliver advice through DDAS face to face and remotely at the designated IRC.
- 1.51 DDAS are likely to operate as follows (though this may vary in each IRC): clients who wish to attend a DDAS will go to the IRC library to have their name added to the IRC list to receive advice. The IRC staff generally email the Provider the day before the DDAS detailing the number of client appointments required and the client's language needs (in order that, if necessary, the Provider can arrange any translation services).
- 1.52 Successful Applicants must offer each client a 30-minute advice session (regardless of the client's means or the merits of their cases). The purpose of the advice session is to ascertain the basic facts of the case and to make a decision as to whether it requires further investigation or whether further action can be taken. Clients should also receive advice in relation to immigration bail.
- 1.53 Following this advice, and subject to both the means and merits test, further services may be provided to eligible clients and in accordance with the terms of the Specification and relevant Regulations which govern this level of service.
- 1.54 The volume of work through DDAS is variable. Some Rota slots may not be full and sometimes do not take place due to lack of demand. However, a Provider must ensure it has sufficient numbers of caseworkers available each Rota slot to meet its obligations to deliver all DDAS slots allocated to them.
- 1.55 The available Rota work will be divided equally between all successful Applicants. Rotas are scheduled on a daily basis.
- 1.56 In a Rota day the maximum number of clients that a Provider will see is 10. Approximately 20-35% (although this number does vary) of those clients seen under a DDAS could result in a Controlled Work Matter Start being opened, for which Providers will be responsible for delivering to the client. Therefore, successful Applicants will also receive an initial nominal allocation of Immigration Matter Starts to cater for this Controlled Work, which we will continue to review to meet any demand. Matter Starts awarded for use at one IRC may only be used in the delivery of Immigration and Asylum Contract Work at that particular IRC and cannot be transferred. This allocation is separate to any other Matter Starts for Immigration and Asylum Contract Work.

Detained Asylum Casework

- 1.57 The description and example shared below applies to all IRCs.

- 1.58 For each IRC the contract year is divided into 52 Rota weeks. The Rota week is then divided into 5 standby days (Monday through to Friday). Each standby day is divided into Rota slots. Each Rota slot equals a client that the IRC is likely to receive to process through its DAC scheme.
- 1.59 Where known, estimates based on historical usage figures have been provided at paragraph 2.58, but the actual number of clients each week will depend on the client demand for services at the particular IRC. Therefore, a Provider may not always receive a client for each Rota slot that is allocated on a standby day.
- 1.60 The Rotas are run by United Kingdom Visas and Immigration (UKVI). Providers allocated Rota slots on a standby day will receive calls from UKVI based on the number of Rota slots it has been allocated. The calls from UKVI will refer to the Provider the DAC Client who requires advice and assistance in preparation for the substantive asylum interview, which is usually conducted the following day (the "Attendance Day").
- 1.61 The Provider must have capacity to allocate each client a caseworker to contact the client on the standby day and attend the IRC at the subsequent attendance day when the substantive interview will take place.
- 1.62 Once a client has been referred to a Provider on a Standby Day they must contact the client to assess their eligibility for legal aid and to advise them accordingly.
- 1.63 In addition to Rota slots, successful applicants will be awarded additional Matter Starts in the Immigration and Asylum Category of Law to cater for any Controlled Work cases required as a result of assisting clients obtained through either rota arrangements. Matter Starts will be divided proportionally between the successful Applicants at each IRC and will be reflected separately from other Immigration and Asylum Contract Work on a Provider's Schedule.

Supplementary Matter Starts

- 1.64 Applicants awarded a 2018 Contract will, subject to notifying their LAA Contract Manager and receiving Contract Manager confirmation, be able to self-grant up to an additional 50% of their Matter Start allocation at that Office within the Contract Period if required. For example, where an Applicant has a successful Family Individual Bid for Lot 1 (up to 20 Matter Starts) they will be able to self-grant up to an additional 10 Matter Starts (50% of 20), resulting in a total of 30 Matter Starts for that Schedule period. This self-grant facility will not apply in respect of any Miscellaneous Matter Start allocation. Providers must apply to their Contract Manager for Supplementary Matter Starts in the Miscellaneous Category.
- 1.65 During the Contract Period Providers will also be able to re-allocate up to 50% of Matter Starts between Offices authorised to deliver the same Category of Law. For example, an Applicant with two successful Lot 2 Individual Bids (up to 100 Matter Starts at each Office) could re-allocate up to 50 Matter Starts (50% of 100) from one Office to another. This would result in an allocation of 50 Matter Starts at one Office and 150 Matter Starts at the other. Applicants will not be permitted to re-allocate Miscellaneous Matter Starts between Offices.
- 1.66 Where the self-grant of Matter Starts and/or the reallocation of Matter Starts results in an allocation which is equivalent to a Lot in which higher quality requirements apply (for

example, in the Family Category this would be 250 Matter Starts or more), Applicants will be required to meet the relevant Lot-specific requirement and receive confirmation from their LAA Contract Manager that these are met before Supplementary Matter Starts are authorised.

- 1.67 Applicants should familiarise themselves with the 2018 Contract provisions regarding the award of Supplementary Matter Starts and re-allocating Matter Starts at clauses 1.21 - 1.24 of the General Specification.

Miscellaneous Contract Work

- 1.68 Applicants awarded a 2018 Contract to undertake Contract Work in any Category of Law (except Family Mediation) will receive an additional allocation of 5 Miscellaneous Matter Starts included on each Schedule. This number applies irrespective of how many Categories of Law a Provider is authorised to deliver under a Schedule. Where an Applicant already holds a Schedule for an Office and has been awarded an additional Schedule Authorisation it will not receive an additional allocation of Miscellaneous Matter Starts as these will already have been allocated to that Office.
- 1.69 Detail on the work classified as 'Miscellaneous' for the purposes of the 2018 Contract is included in the Category Definitions which forms part of the 2018 Contract.
- 1.70 Applicants wishing to deliver more than 5 Miscellaneous Matter Starts to assist victims of human trafficking and modern slavery will have the opportunity to do so as part of the relevant Category ITT (except the Family Mediation ITT). Applicants that indicate they wish to undertake this Contract Work will be awarded a total of 75 Miscellaneous Matter Starts which will be attached to the Schedule for the Applicant's Lead Office for the year of the Contract. Whilst the Schedule will reflect an allocation of 75 Matter Starts, 70 of these will be exclusively for use in undertaking compensation claims for victims of human trafficking and/ or modern slavery.
- 1.71 Applicants responding to more than one ITT do not need to indicate that they wish to assist victims of human trafficking and modern slavery as part of each ITT Response. They need to confirm this as part of one ITT Response.

SECTION 2: PROCUREMENT PROCESS REQUIREMENTS

- 2.1 Applicants wishing to deliver services under a 2018 Contract must submit a Tender which consists of:
- A response to the SQ
 - A response to each relevant ITT for the Categories of Law that the Applicant wishes to deliver under the 2018 Contract
- SQ and ITT Responses submitted must all be capable of assessment.
- 2.2 If an SQ Response and/or ITT(s) Response(s) are not submitted, are incomplete, or are incapable of assessment the Tender will be rejected.

- 2.3 Where an Applicant submits more than one ITT Response for a 2018 Contract in the same Category of Law, the LAA will assess only the last ITT Response submitted prior to the Deadline.
- 2.4 An Applicant must ensure that its entire Tender is capable of concurrent delivery. Where it submits a response to multiple ITTs it is warranting that it will be able to deliver concurrent services under the 2018 Contract if successful.
- 2.5 By submitting a Tender, Applicants commit to providing evidence that they meet the 2018 Contract and, where applicable, the IRC Exclusive Schedule requirements, by 23:59 on 10 May 2023.
- 2.6 In accordance with the verification process set out at Section 7 of this IFA, the LAA will require compliant information be provided by the verification deadline of 23:59 on 10 May 2023. Requirements are contained in Annex C of this IFA.
- 2.7 The LAA will not issue contract documentation to, or contract with any Applicant which is unable to provide such confirmation.
- 2.8 Applicants wishing to tender to deliver Contract Work in any IRC must note that where compliant verification information is not provided by this date, Contract offers for this service will be withdrawn. This is because the LAA is required to prepare and publish rotas to all IRC providers in advance of 1 September.
- 2.9 The LAA may accept compliant verification information after the deadline of 23:59 on 10 May 2023 where Applicants have tendered to deliver Contract Work in any other Category of Law (including Immigration and Asylum but not including IRC Contract Work) at its discretion and subject to the conditions outlined in Section 7 of this IFA.

Generic requirements

- 2.10 All Applicants tendering for a 2018 Contract must be able to provide evidence by 23:59 on 10 May 2023 as to how they meet the following requirements:

Requirement	Who must meet the requirement
The Applicant holds a relevant Quality Standard	All Applicants (except those tendering for Family Mediation only)
The Applicant has appropriate authorisation from a Relevant Professional Body where required under the Legal Services Act 2007	All Applicants (except those tendering for Family Mediation only)

Quality Standard requirement

- 2.11 Contract holders (except those delivering Family Mediation only) will be required to hold a Quality Standard throughout the Contract Period.
- 2.12 For Family Mediation, under the 2018 Contract, the LAA no longer requires Family Mediation Providers to hold the Mediation Quality Mark (MQM). Instead, the Contract requires that mediators and Family Mediation Providers meet the standards set out by the Family Mediation Council (FMC) and the Family Mediation Standards Board. The

Mediation Specification includes the key quality standards from the MQM and these requirements will be direct contractual obligations.

- 2.13 Applicants (except those tendering for Family Mediation only) must be able to evidence by 23:59 on 10 May 2023 that they hold either the LAA's Specialist Quality Mark (SQM) following audit by the LAA's SQM Audit Provider or the Law Society's Lexcel Practice Management standard (Lexcel).
- 2.14 Applicants are solely responsible for paying all necessary fees to the Quality Standard auditing organisation.
- 2.15 Where an Applicant already holds the SQM following audit by the LAA's SQM Audit Provider or is in the process of being audited by them, it need not reapply for the SQM, unless it must do so to continue to hold the SQM.
- 2.16 Requirements according to the Quality Standard an Applicant chooses to hold are detailed below:

<i>Applicant Type</i>	<i>Requirement</i>
Applicants who intend to hold the SQM	<ul style="list-style-type: none"> - Pass desktop audit and provide complaint verification evidence of this by 23.59 on 10 May - Fully pass the Pre-QM audit within six months of the Contract Start Date
Applicants who intend to hold Lexcel	<ul style="list-style-type: none"> - Achieve Lexcel accreditation and provide complaint verification evidence of this by 23.59 on 10 May
Applicants who already hold Lexcel	<ul style="list-style-type: none"> - Must hold a valid accreditation that will be in force until at least the Contract Start Date
Applicants who already hold an SQM audited by the LAA's SQM Audit Provider	<ul style="list-style-type: none"> - Must hold a valid accreditation that will be in force until at least the Contract Start Date

- 2.17 It is an Applicant's responsibility to ensure it meets the LAA's requirements by the verification deadline (see paragraph 7.3 – 7.4). Applicants are therefore advised to apply for their chosen Quality Standard as early as possible.
- 2.18 It is the sole responsibility of the Applicant to contact the Quality Standard auditing organisation and arrange any necessary audits. The LAA assumes no responsibility for monitoring Applicants' progress towards achieving a Quality Standard.
- 2.19 Further information about the SQM and how to register with the LAA's current SQM Audit Provider can be found at <http://www.recognisingexcellence.co.uk/sqm/>
- 2.20 Further information on Lexcel can be found on The Law Society's website: <http://www.lawsociety.org.uk/productsandservices/lexcel.page>

Appropriate authorisation from a Relevant Professional Body

- 2.21 The required services include “reserved legal activities” which can only be carried on by authorised persons, exempt persons, or certain non-commercial organisations which are subject to transitional provisions, as defined within the Legal Services Act 2007. Applicants for 2018 Contract must, therefore, ensure that they have all necessary licences and authorisations from a Relevant Professional Body to conduct Contract Work by 23:59 on 10 May 2023.
- 2.22 Organisations solely regulated by the Office of the Immigration Services Commissioner (“OISC”) and who wish to bid to deliver IRC Contract Work are not eligible to bid for this work unless they are permitted to carry out “reserved legal activities” under the Legal Services Act 2007. This is because one of the requirements is that Applicants are able and willing to undertake the full range of Licensed Work in the Immigration and Asylum Category of Law and as such employ an Authorised Litigator. OISC registered individuals are not necessarily permitted to undertake the full range of activities required during litigation.

Category-specific and Lot-specific requirements

- 2.23 In addition to meeting the requirements of the SQ (which is governed by the SQ IFA) and the above generic requirements, Applicants will need to meet the requirements specific to the Category of Law for which they are tendering. Where applicable, Applicants will additionally need to meet further quality requirements for Individual Bids in specific Lots. Applicants must warrant at the time of submitting their ITT Response(s) that they will meet these requirements. Applicants must be able to evidence how they meet these requirements by 23:59 on 10 May 2023.
- 2.24 Applicants should note the following when considering the Category-specific requirements.

Supervisor requirements

- 2.25 Supervisor Standards are set out at sections 2.10 – 2.25 of the General Specification and the Legal Competence Standards set out in detail in the relevant Category Specification. Minimum Supervisor ratios are detailed at 2.26 – 2.28 of the General Specification.
- 2.26 An individual Supervisor may not supervise more than two Offices in total. In addition, in the Mental Health Category a Supervisor may not supervise across more than two Procurement Areas. In Family Mediation there is no limit to the number of Offices/Outreach a Supervisor may supervise.
- 2.27 In the Categories of Family, Housing and Debt, Immigration and Asylum, Mental Health and Community Care each Applicant must employ at least one Full Time Equivalent (“FTE”) Supervisor who meets the Supervisor Standard in the relevant Category. Each FTE Supervisor may supervise no more than 4 FTE caseworkers.
- 2.28 In the Categories of Welfare and Benefits, Clinical Negligence, Claims Against Public Authorities and Public Law, each Applicant must employ at least one Part Time Equivalent (“PTE”) Supervisor who meets the Supervisor Standard in the relevant Category. The 1 FTE Supervisor: 4 FTE caseworkers ratio applies for these Categories.

For the avoidance of doubt, each PTE Supervisor may supervise no more than 2 FTE caseworkers.

- 2.29 In the Categories of Education and Discrimination each Applicant must employ at least one PTE Supervisor. The 1 FTE Supervisor: 4 FTE caseworkers ratio applies for these Categories. For the avoidance of doubt, each PTE Supervisor may supervise no more than 2 FTE caseworkers. The LAA has created Transitional Supervisor Standards in the Education and Discrimination Categories, with the aim of enabling individuals to develop their experience and work towards meeting the supervisor requirements in full. For the duration of the Contract there will be two routes through which individuals can qualify as Supervisor, by meeting either the:

- i) Supervisor Standard or
- ii) Transitional Supervisor Standard

Such individuals who do not meet the Supervisor Standard may qualify to be a Supervisor if they meet the Transitional Supervisor Standard. In order to meet the Transitional Supervisor Standards individuals must be able to meet the requirements set out in the Category Specific Rules for Education and Discrimination.

- 2.30 For Family Mediation, Applicants must either employ or have formal arrangements with a Supervisor who meets the Supervisor Standard in Mediation. To evidence that an Applicant has supervision arrangements in place, a compliant Supervisor Declaration Form must be provided by 23.59 on 10 May 2023.

- 2.31 In all Categories except Family Mediation, for the purposes of obtaining a Contract, use of external (i.e. non-employed) Supervisors is not permitted. To evidence that an Applicant employs an individual who (1) meets the Supervisor Standard and (2) works at the Office from which it has submitted an Individual Bid, at least one compliant Supervisor Declaration Form in the relevant Category must be provided by 23:59 on 10 May 2023.

Offices

- 2.32 Office requirements vary for each Category of Law and are summarised below:

Category of Law	Presence requirement
Family	Each Office must be a Permanent Presence
Housing, Debt and Welfare Benefits	Each Office must be a Permanent Presence
Immigration and Asylum	Each Office must be a Permanent Presence.
Mental Health	The Applicant must tender to deliver Mental Health Contract Work from an Office which is a Permanent Presence in England and/or Wales. Applicants do not need an Office which is a Permanent Presence in each Procurement Area but must have at least one Office which is either a Permanent Presence or an Alternative Arrangement in each Procurement Area in which they deliver Mental Health Contract Work
Community Care	Each Office must be a Permanent Presence
Claims Against Public Authorities	Each Office must be a at least a Part Time Presence
Clinical Negligence	Each Office must be at least a Part Time Presence.

Public Law	Each Office must be at least a Part Time Presence
Family Mediation	The Applicant must have an Office in England or Wales that meets the requirements of the Family Mediation specification. The Applicant may tender to deliver Family Mediation Contract Work from additional Outreach locations
Education	Each Office must be at least a Part Time Presence
Discrimination	Each Office must be at least Part Time Presence

2.33 As part of a Response to each ITT except the Family Mediation ITT (see paragraph 2.35), Applicants must confirm the Procurement for each Office from which they intend to deliver services in the relevant Category of Law.

2.34 Applicants (except those responding to the Family Mediation ITT only) should check that they tender in the correct Procurement Area for their Office(s). To do this, an Applicant must enter the postcode for their Office (or intended Office) into the 'Find your local council' tool on the Gov.uk website: <https://www.gov.uk/find-local-council>. Annex A lists the Procurement Areas for each Category and the local authorities included in each.

2.35 In all Categories except Family Mediation Applicants may enter details of multiple Offices in the e-Tendering system as part of an ITT Response as follows:

Family – up to 10 Offices

Housing, Debt and Welfare Benefits – up to 10 Offices

Immigration and Asylum – up to 10 Offices

Mental Health – up to 5 Offices

Community Care – up to 5 Offices

Claims Against Public Authorities – up to 5 Offices

Clinical Negligence – up to 5 Offices

Public Law – up to 5 Offices

Education – up to 3 Offices

Discrimination – up to 3 Offices

2.36 Where an Applicant wishes to tender to deliver Contract Work in a Category from more Offices than permitted within an ITT, they must contact the LAA in accordance with paragraph 4.8 no later than 23:59 on 15 March 2023.

2.37 For Family Mediation Applicants are required to tender for a single Office in England or Wales through which all Family Mediation Contract Work will be reported. Applicants responding to the Family Mediation ITT must state the town or city in England or Wales in which their Office is or will be based. If their Tender is successful, they may additionally confirm by 23:59 on 10 May 2023 any Outreach locations in England and Wales from which they wish to deliver Family Mediation Contract Work and, subject to validation of address details, the Outreach locations will be added to the Schedule.

2.38 For Mental Health, Applicants may only bid once per Procurement Area. Applicants must tender from at least one Permanent Presence Office in England and Wales. Where Legal Aid Agency – Procurement process for 2018 Standard Civil Contracts from September 2023 ITT IFA V.2

an Applicant bidding for Mental Health has multiple delivery locations within a Procurement Area, they only need to provide the address and postcode of the primary location for the purposes of the Tender. However, this does not preclude Applicants from delivering from additional locations within the Procurement Area. Details of additional locations must be provided as part of verification by 23:59 on 10 May 2023 and, subject to validation of address details, will be added to the relevant Schedule.

- 2.39 Applicants are not required to have operational Offices (or Family Mediation Outreach locations) at the point of submitting a Tender. Applicants are required to confirm they will meet the relevant Office requirements as part of their Tender. As part of an ITT Response Applicants should provide the address(es) of where they intend to deliver Contract Work where known at the time of tender, together with the relevant LAA account number where the Applicant is a current LAA contract holder. An Applicant's Office must be in the Procurement Area for which it tenders. The LAA will validate address details provided.
- 2.40 All Applicants must be able to evidence by 23:59 on 10 May 2023 that they meet the verification requirements, including those relating to Offices (and Family Mediation Outreach locations where relevant).
- 2.41 Where an Applicant's Individual Bid includes an Office which is not in the Procurement Area stated in their Individual Bid, the LAA will not reject the Individual Bid outright. Rather, the LAA will inform the Applicant at the point of notification that their Office is not in the Procurement Area tendered for. Where an Applicant is unable to evidence at the point of verification that they have an Office which is in the Procurement Area tendered for as part of the Individual Bid the LAA will reject the relevant Individual Bid.

Lot specific quality requirements

- 2.42 In the Categories of Family, Housing, Immigration and Asylum and Mental Health, Applicants bidding in some Lots will need to meet specific additional quality requirements.

Family Category-specific requirements

- 2.43 Applicants responding to the Family ITT must commit to meeting the following requirements by the Contract Start Date as applicable:

Requirements which all Applicants responding to the Family ITT must meet by the Contract Start Date
Supervisor
The Applicant will:
employ least one FTE Supervisor who meets the Family Supervisor Standard and who will actively supervise the Family Contract Work tendered for; and
meet the one FTE Supervisor: four FTE caseworkers ratio at each Office from which it is tendering to deliver Family Contract Work.
Office Presence
Each Office in the Procurement Area in which the Applicant is tendering to deliver Family Contract Work to be a Permanent Presence.

Requirements which Applicants submitting Individual Bids for Lot 3 only must meet by the Contract Start Date

Accreditation

The Applicant will employ at least one PTE member of staff based and regularly working at the Office related to the Individual Bid and who is:
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| <ul style="list-style-type: none">• a member of the Law Society's Children Law Accreditation Scheme; or• a member of the Law Society's Family Law Advanced Accreditation Scheme (having passed the "violence in the home" module or previously held adult party representative status on the Children Law Accreditation Scheme); or• a Resolution Accredited Specialist in Domestic Abuse. |
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Housing, Debt and Welfare Benefits Category-specific requirements

- 2.44 Applicants responding to the Housing, Debt and Welfare Benefits ITT must tender for the Categories of Housing and Debt. They may additionally tender to deliver services in the Welfare Benefits Category. Applicants tendering for Welfare Benefits Contract Work will need to meet the Housing and Debt requirements plus the Welfare Benefits requirements. There is no opportunity to tender solely for Welfare Benefits. Applicants tendering for Welfare Benefits Contract Work are advised that the Procurement Areas for this Category are larger than for Housing and Debt (see Annex A). An Applicant that successfully tenders for Welfare Benefits Contract Work will be required to deliver this Category of Law across the whole Welfare Benefits Procurement Area.
- 2.45 Applicants responding to the Housing, Debt and Welfare Benefits ITT must commit to meeting the following requirements by the Contract Start Date as applicable:

Requirements which all Applicants responding to the Housing, Debt and Welfare Benefits ITT must meet by the Contract Start Date
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Supervisor

The Applicant must:

employ at least one FTE Supervisor who meets the Housing and Debt Supervisor Standard and who will actively supervise the Housing and Debt Contract Work tendered for and meet the one FTE Supervisor: four FTE caseworkers ratio at each Office from which it is tendering to deliver Housing and Debt Contract Work; and
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where it has also tendered for Contract Work in the Welfare Benefits Category, employ at least one PTE Supervisor who meets the Welfare Benefits Supervisor Standard and who will actively supervise the Welfare Benefits Contract Work tendered for and meet the one PTE Supervisor: two FTE caseworkers ratio at each Office from which it is tendering to deliver Welfare Benefits Contract Work.
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Office Presence

Each Office in the Procurement Area in which the Applicant is tendering to deliver Housing and Debt (and Welfare Benefits) Contract Work must be a Permanent Presence.
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Authorised Litigator

The Applicant:

must employ at least one PTE Authorised Litigator with experience of delivering Housing and Debt cases, who will be available to each of its Offices to deliver Licensed Work; and
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where it has also tendered for Contract work in the Welfare Benefits Category, must at all times have access to an Authorised Litigator with experience of delivering Welfare Benefits cases.
Requirement which Applicants submitting Individual Bids for Lot 2 Contract Work in the Housing Category must meet by the Contract Start Date
Individual Bid Office Authorised Litigator
The Applicant will employ an Authorised Litigator with experience of delivering Housing cases who is based and regularly working at the Office related to the Individual Bid on at least a PTE basis.

Immigration and Asylum Category-specific requirements, including IRCs requirements

- 2.46 Applicants responding to the Immigration and Asylum ITT must commit to meeting the following requirements by the Contract Start Date as applicable:

Requirements which all Applicants responding to the Immigration and Asylum ITT must meet by the Contract Start Date
Supervisor
The Applicant must: employ at least one Full Time Equivalent (FTE) Supervisor who meets the Immigration and Asylum Supervisor Standard and who will actively supervise the Immigration and Asylum Contract Work tendered for; and meet the one FTE Supervisor: four FTE caseworkers ratio at each Office from which it is tendering to deliver Immigration and Asylum Contract Work.
Office Presence
Each Office in the Procurement Area in which the Applicant is tendering to deliver Immigration and Asylum Contract Work must be a Permanent Presence.
Controlled Work
The Applicant must be able and willing to conduct the full range of Controlled Work in the Immigration and Asylum Category of Law.
Accreditation
All of the Applicant's caseworkers delivering the Immigration and Asylum Contract Work must be accredited by the Law Society's Immigration and Asylum Accreditation Scheme (IAAS).
Caseworkers
The Applicant must, at the Office(s) from which it is tendering, have at least one FTE IAAS Senior Caseworker employed for every two FTE IAAS Trainee Caseworker Assistants and/or Casework Assistant caseworkers.
Requirement which Applicants submitting Individual Bids for Lot 2a and Lot 2b must meet by the Contract Start Date
Licensed Work
The Applicant must be able and willing to undertake the full range of Licensed Work in the Immigration and Asylum Category of Law.
Requirement which Applicants submitting Individual Bids for Lot 2b must meet by the Contract Start Date
Advanced Caseworker accreditation
The Applicant must employ an FTE who is an IAAS accredited Advanced Caseworker at the Office related to the Individual Bid
Requirements which Applicants tendering to deliver Contract Work at any IRC must meet by the Contract Start Date
Delivery of Contract Work for detained clients

In respect of each IRC for which it is tendering, the Applicant must be able and willing to deliver Contract Work in the Immigration and Asylum Category of Law for detained clients in accordance with the terms of the 2018 Contract including that all Contract Work for clients detained at an IRC must be conducted by an individual accredited to IAAS Senior Caseworker level or above.
Interpretation services
In respect of each IRC for which it is tendering, the Applicant must have access to interpretation services at short notice to interpret in any language required by a client
Requirement which Applicants tendering to deliver Contract Work at IRCs that house women, (Yarl's Wood and Derwentside only) must meet by the Contract Start Date)
Female caseworker
By the Contract Start Date the Applicant will, if tendering to deliver Contract Work at Yarl's Wood and Derwentside IRCs, employ at least one PTE female caseworker who is IAAS accredited to at least the level of Senior Caseworker and who is deployed to delivering this service.
Exceptional Case Funding
The Applicant must be able and willing to apply for Exceptional Case Funding on behalf of a client and if funding is granted to take on the case.

- 2.47 The LAA will collate details of successful Applicants with a Lot 2b Individual Bid. The LAA will share details of these Applicants with the Home Office and local authorities who will use these details to assist in their referral of clients to a Provider.
- 2.48 Successful Applicants bidding in Lot 2b agree that they will meet any urgent request by the LAA during the Contract Period to assist clients regardless of their location in the wider Procurement Area in which they have bid. The LAA may make such a request if it deems that there is an urgent need to advise clients (or a group of clients) within the Procurement Area. This could be as a result of a national, regional or other emergency (for example, a sudden movement of asylum-seeking children following the closure of accommodation), or an urgent need for legal advice has otherwise arisen and would not otherwise be sufficiently met. Such Providers may need to travel as necessary to advise clients where remote working arrangements are not appropriate for the client.
- 2.49 Applicants who are successful in bidding in Lot 2b will be able to self-grant Supplementary Matter Starts for that Office without an upper limit to conduct work, subject to agreement with their LAA Contract Manager.

IRC Rotas

- 2.50 Applicants that tender for Immigration and Asylum Contract Work will be eligible to apply to join IRC Rotas except where the Applicant tenders in Lot 1 only.
- 2.51 All Contract Work at IRCs will be classified as Reserved Matters and all Contract Work for clients detained at an IRC must be conducted by an individual accredited to IAAS Senior Caseworker level or above.
- 2.52 Part E of the Immigration and Asylum Specification (section 8 of the Specification) explains in detail how services at all IRCs will operate.
- 2.53 DDA Surgeries currently operate at the following IRCs on the days stated however the following information is provided as an indication and is subject to change. Please note

that the IRC Rota will operate from Monday through to Friday inclusive, excluding any Bank and Public Holidays, which happen to fall within a particular week:

Location	Mon	Tue	Tue (2 nd)	Wed	Thur	Fri	Total
Brook House IRC	X	X	X	X	X	X	6
Colnbrook IRC	X	X		X	X	X	5
Derwentside IRC		X				X	2
Harmondsworth IRC	X	X		X	X	X	5
Tinsley House IRC		X			X		2
Yarl's Wood	X	X		X	X		4

2.54 For the avoidance of doubt Providers of the DDAS at Tinsley House will also need to provide services at Gatwick Pre-Departure Accommodation (PDA) which is based inside Tinsley House.

2.55 The volume of DDAS Contract Work required on each Rota will depend on the client demand for services at the particular IRC. Indicative volumes of DDAS Contract Work available at each IRC are set out below.

IRC	Indicative annual Matter Starts to be distributed for follow on work arising from DDA Surgeries	Weeks available to be distributed
Brook House IRC	1404	52 weeks
Colnbrook IRC	650	52 weeks
Derwentside IRC	312	52 weeks
Harmondsworth IRC	832	52 weeks
Tinsley House IRC	312	52 weeks
Yarl's Wood IRC	728	52 weeks
Heathrow Combined	N/A	52 weeks
Gatwick Combined	N/A	52 weeks

2.56 The DAC Scheme has been extended to all IRCs.

2.57 Asylum advice is delivered through the DAC Scheme. This is available where a client has claimed asylum and their asylum application is being determined under this faster DAC process whilst also being detained. The DAC Scheme Asylum includes advice attendance at the Home Office asylum interview and representation at an appeal if the asylum case is refused.

2.58 Indicative volumes of DAC work available at each IRC are set out below.

IRC	Indicative annual Matter Starts to be distributed for follow on work arising from DAC rota slots (where available)
Brook House IRC	Not available
Colnbrook IRC	Not available
Derwentside IRC	400
Harmondsworth IRC	Not available
Tinsley House IRC	Not available
Yarl's Wood IRC	600
Heathrow Combined (Colnbrook IRC and Harmondsworth IRC)	2600
Gatwick Combined (Brook House IRC and Tinsley IRC)	600

IRC-specific requirements

- 2.59 To deliver services in an IRC setting, Applicants must:
- be awarded and continue to hold a 2018 Contract to deliver Immigration and Asylum Contract Work;
 - meet the IRC-specific requirements set out in this IFA by the Contract Start Date (and provide evidence of this by 23.59 on 10 May 2023); and
 - tender to join the relevant IRC Rota(s) as part of the 2018 Contract ITT for Immigration and Asylum.
- 2.60 An Applicant will be able to tender to join IRC Rotas if they confirm they are tendering in the relevant Lot(s). The eTendering system cannot check an Applicant has submitted at least one Individual Bid in a Lot that qualifies it to bid for IRC Rotas. In the event an Applicant tenders for services at one or more IRC but has not submitted at least one Individual Bid in the qualifying Lot, the LAA will reject the Applicant's bid to join the Rota(s) for which they are ineligible.
- 2.61 Applicants that tender for Immigration and Asylum Contract Work will be asked whether they wish to join IRC Rotas as part of this procurement process. Applicants that indicate they do wish to join IRC Rotas will then be asked to confirm whether they are submitting at least one Lot 2 Individual Bid in the Immigration and Asylum (i.e. an Individual Bid in Lot 2a or Lot 2b). Where an Applicant confirms they are submitting at least one Lot 2 Individual Bid, the Applicant will be able to select the IRC(s) at which they wish to join the DDAS Rota(s). Where the Applicant confirms they are submitting at least one Lot 2b Individual Bid, they will be able to select for the IRC(s) at which they wish to join the DAC Rota(s).
- 2.62 Applicants should have regard to the particular issue of gender in IRCs that accommodate women and in the case of Contract Work undertaken at Yarl's Wood and Derwentside IRCs Providers must be able to demonstrate that they employ a female IAAS accredited Senior Caseworker

- 2.63 Should a Provider cease to employ an IAAS accredited Advanced Caseworker during the Contract Period, the Provider will become ineligible for DAC work and will be removed from the DAC Rota immediately.

Mental Health Category-specific requirements

- 2.64 Applicants responding to the Mental Health ITT must commit to meeting the following requirements as applicable:

Requirements which all Applicants responding to the Mental Health ITT must meet by the Contract Start Date
Supervisor
The Applicant will:
employ least one FTE Supervisor who meets the Mental Health Supervisor Standard and who will actively supervise the Mental Health Contract Work tendered for; and
meet the one FTE Supervisor: four FTE caseworkers ratio in each Procurement Area from which it is tendering to deliver Mental Health Contract Work; and employ at least one PTE Supervisor in each Procurement Area from which it tenders who meets the Mental Health Supervisor Standard and will actively supervise the Mental Health Contract Work tendered for in the Procurement Area during business hours
Office Presence
The Applicant will have an Office in England or Wales which is a Permanent Presence <u>and</u> in each Procurement Area in respect of which it tenders the Applicant will have an Office which is either a Permanent Presence or Alternative Arrangements requirements
Authorised Litigator
The Applicant will employ an Authorised Litigator with experience of delivering Mental Health cases who will be available to each of the Procurement Areas it is contracted to provide services in to deliver Licensed Work
Requirements which Applicants submitting Individual Bids for Lot 1 must meet by the Contract Start Date
Accreditation
The Applicant will have at least 1 FTE member of the Law Society's Mental Health Accreditation Scheme in each Procurement Area in which they bid in this Lot
Requirements which Applicants submitting Individual Bids for Lot 2 must meet by the Contract Start Date
Accreditation
The Applicant will have at least 2 FTE members of the Law Society's Mental Health Accreditation Scheme in each Procurement Area in which they bid in this Lot
Requirements which Applicants submitting Individual Bids for Lot 3 must meet by the Contract Start Date
Accreditation
The Applicant will have at least 3 FTE members of the Law Society's Mental Health Accreditation Scheme in each Procurement Area in which they bid in this Lot

- 2.65 A Supervisor in the Mental Health Category may achieve either the MHT Standard or the Mental Health and Capacity Standard (see paragraph 9.15 – 9.31 of the Mental Health Category Specification).

- 2.66 Where a requirement requires an Applicant to have members of the Law Society's Mental Health Accreditation Scheme, the individuals relied on may be either the Applicant's Supervisors or caseworkers.

Community Care Category-specific requirements

- 2.67 Applicants responding to the Community Care ITT must commit to meeting the following requirements:

Requirements which all Applicants responding to the Community Care ITT must meet by the Contract Start Date
Supervisor
The Applicant will: employ least one FTE Supervisor who meets the Community Care Supervisor Standard and who will actively supervise the Community Contract Work tendered for; and meet the one FTE Supervisor: four FTE caseworkers ratio at each Office from which it is tendering to deliver Community Care Contract Work.
Office Presence
Each Office in the Procurement Area in which the Applicant is tendering to deliver Community Care Contract Work must be a Permanent Presence.
Authorised Litigator
The Applicant will employ at least a PTE Authorised Litigator with experience of delivering Community Care cases who will be available to each of its Offices to deliver Licensed Work

Claims Against Public Authorities Category-specific requirements

- 2.68 Applicants responding to the Claims Against Public Authorities ITT must commit to meeting the following requirements:

Requirements which all Applicants responding to the Claims Against Public Authorities ITT must meet by the Contract Start Date
Supervisor
The Applicant will: employ least one PTE Supervisor who meets the Claims Against Public Authorities Supervisor Standard and who will actively supervise the Claims Against Public Authorities Contract Work tendered for; and meet the one PTE Supervisor: two FTE caseworkers ratio at each Office from which it is tendering to deliver Claims Against Public Authorities Contract Work
Office Presence
Each Office in the Procurement Area in which the Applicant is tendering to deliver Claims Against Public Authorities Contract Work must be at least a Part Time Presence.
Authorised Litigator
The Applicant will employ at least a PTE Authorised Litigator with experience of delivering Claims Against Public Authorities cases who will be available to each of its Offices to deliver Licensed Work.

- 2.69 A Supervisor in the Claims Against Public Authorities Category may achieve either the General Standard or the Abuse in Care Standard (see paragraph 13.1 – 13.13 of the Claims Against Public Authorities Category Specification).

Clinical Negligence Category-specific requirements

2.70 Applicants responding to the Clinical Negligence ITT must commit to meeting the following requirements:

Requirements which all Applicants responding to the Clinical Negligence ITT must meet by the Contract Start Date
Supervisor
The Applicant will: employ least one PTE Supervisor who meets the Clinical Negligence Supervisor Standard and who will actively supervise the Clinical Negligence Contract Work tendered for; and meet the one PTE Supervisor: two FTE caseworkers ratio at each Office from which it is tendering to deliver Clinical Negligence Contract Work.
Office Presence
Each Office in the Procurement Area in which the Applicant is tendering to deliver Clinical Negligence Contract Work must be at least a Part Time Presence.

Public Law Category-specific requirements

2.71 Applicants responding to the Public Law ITT must commit to meeting the following requirements:

Requirements which all Applicants responding to the Public Law ITT must meet by the Contract Start Date
Supervisor
The Applicant will: employ least one PTE Supervisor who meets the Public Law Supervisor Standard and who will actively supervise the Public Law Contract Work tendered for; and meet the one PTE Supervisor: two FTE caseworkers ratio at each Office from which it is tendering to deliver Public Law Contract Work.
Office Presence
Each Office in the Procurement Area in which the Applicant is tendering to deliver Public Law Contract Work must be at least a Part Time Presence.
Authorised Litigator
The Applicant will employ at least a PTE Authorised Litigator with experience of delivering Public Law cases who will be available to each of its Offices to deliver Licensed Work.

Family Mediation Category-specific requirements

2.72 Applicants responding to the Family Mediation ITT must commit to meeting the following requirements:

Requirements which all Applicants responding to the Family Mediation ITT must meet by the Contract Start Date
Individual Mediator membership

Any Mediator undertaking Mediation Contract Work will be employed and will hold Family Mediation Council Accreditation.
Supervisor
The Applicant will employ or have formal arrangements with a Supervisor who meets the Supervisor Standard in Family Mediation.
Office Presence
The Applicant will have an Office in England or Wales that meets the requirements of the Family Mediation Specification.
Mediators
The Applicant will employ at least one Mediator who meets the requirements to undertake Family Mediation as set out in the Mediation Specification.
Categories of Work
The Applicant will be willing and able to provide Family Mediation across all Categories of Work (Child Only, Property & Finance and All Issues).

Education Category-specific requirements

- 2.73 Applicants responding to the Education ITT must commit to meeting the following requirements:

Requirements which all Applicants responding to the Education ITT must meet by the Contract Start Date
Supervisor
The Applicant must employ at least one PTE Supervisor who meets either the Category specific Supervisor Standard or Transitional Supervisor Standard and who will actively supervise the Contract Work tendered for and meet the one PTE Supervisor: two FTE caseworkers ratio at each Office from which it is tendering to deliver Contract Work.
Office Presence
Each Office in the Procurement Area in which the Applicant is tendering to deliver Education Contract Work must be a Part-time Presence.
Authorised Litigator
The Applicant must have access to an Authorised Litigator with experience of delivering Education cases (as applicable).

Discrimination Category-specific requirements

- 2.74 Applicants responding to the Discrimination ITT must commit to meeting the following requirements:

Requirements which all Applicants responding to the Discrimination ITT must meet by the Contract Start Date
Supervisor
The Applicant must employ at least one PTE Supervisor who meets either the Category specific Supervisor Standard or Transitional Supervisor Standard and who will actively supervise the Contract Work tendered for and meet the one PTE Supervisor: two FTE caseworkers ratio at each Office from which it is tendering to deliver Contract Work.
Office Presence

Each Office in the Procurement Area in which the Applicant is tendering to deliver Discrimination Contract Work must be a Part-time Presence.
Authorised Litigator
The Applicant must have access to an Authorised Litigator with experience of delivering Discrimination cases (as applicable).

SECTION 3: eTENDERING SYSTEM

- 3.1 The eTendering system can be accessed either through a link on the [tender pages](#) of the LAA website or directly at <https://legalaid.bravosolution.co.uk>.
- 3.2 Applicants must review the information regarding the operation of the eTendering system which is set out in Section 3 of the SQ IFA and can be found [here](#).

SECTION 4: COMPLETION OF THE 2018 CONTRACT ITTS

- 4.1 A Tender consists of a Response to the SQ and each of the relevant 2018 Contract ITTs made through the eTendering system. Applicants must refer to the SQ IFA for information regarding the submission of the SQ Response.
- 4.2 The 2018 Contract ITTs can be found in the eTendering system as follows:
 - ITT_858 – Family ITT
 - ITT_859 – Housing, Debt and Welfare Benefits ITT
 - ITT_860 – Immigration and Asylum ITT
 - ITT_861 – Mental Health ITT
 - ITT_862 – Community Care ITT
 - ITT_863 – Claims Against Public Authorities ITT
 - ITT_864 – Clinical Negligence ITT
 - ITT_865 – Public Law ITT
 - ITT_866 – Family Mediation ITT
 - ITT_867 – Education ITT
 - ITT_868 – Discrimination ITT
- 4.3 Applicants must complete an ITT Response for each Category of Law they wish to deliver. Applicants are advised that they must submit an SQ response before the eTendering system will allow them to submit an ITT Response.
- 4.4 Each ITT contains a series of questions covering the following areas:
 - Bid details (Section A)
 - Miscellaneous Contract Work (Section B)
 - Verification (Section C)
 - Warranties and Declarations (Section D)

- 4.5 A full breakdown of each of the questions for each 2018 Contract ITT is included in the relevant ITT and is replicated at Annex B.
- 4.6 Applicants must respond to each question in the relevant ITT by selecting the correct drop-down option or by providing a typed answer in the free text box provided. Each free text box is limited to 2000 characters (including spaces).
- 4.7 Where a question requires a response from a drop-down menu, Applicants may either select an option from the drop-down list or, if they know the answer option they wish to select, use the quick search functionality by typing in the 'response' box in the e-Tendering system.
- 4.8 For all Categories except Family Mediation and Mental Health, where an Applicant wishes to tender from more Offices as part of an ITT Response than is catered for in an ITT, the Applicant must send a message to the LAA via the eTendering messaging portal no later than 23:59 on 15 March 2023 requesting a form on which they can provide details about additional offices. The LAA will then supply a form which the Applicant must complete and save it to their own computer before attaching it to a message in the eTendering system and sending this to the LAA before the Deadline.
- 4.9 Where an Applicant wishes to tender for Matter Starts to undertake compensation claims for victims of human trafficking and/or modern slavery may do so in Section B of its ITT Response.
- 4.10 Applicants who want to submit compliant verification information with their ITT Response can do so at Section C.
- 4.11 Where an Applicant wishes to submit more than one Supervisor Declaration Form or more than one certificate of accreditation for its ITT Response, the completed Supervisor Declaration Forms/certificates of accreditation must be merged into a single document and the single document uploaded into the eTendering system.
- 4.12 Before submitting its ITT Response an Applicant must check that it has answered all questions correctly. If an ITT Response is incomplete, it may be assessed as unsuccessful.
- 4.13 Tenders, including ITT Responses, will not be opened by the LAA until after the Deadline and therefore if an Applicant's Tender is incomplete, this will only be identified on assessment, at which point it shall be too late for the Applicant to submit any further information.

SECTION 5: APPLICANTS' QUESTIONS

- 5.1 If an Applicant has a question about the procurement process to which they cannot find an answer either in this document or in the guidance provided in the eTendering system, they may direct it through one of two different channels depending on the nature of the query.

Questions about this IFA

- 5.2 If an Applicant has any questions about the content of this IFA, it may submit them up until **23:59 on 15 March 2023**. This is referred to in the eTendering system as the 'End date for supplier clarification messages'.
- 5.3 All such questions must be submitted using the eTendering system message boards.
- 5.4 Because of the way the LAA downloads messages from the eTendering system, it may appear that Applicants' messages have not been read. Applicants should not assume that this is the case and re-send messages to the LAA. All messages will be responded to however, during peak periods of activity it may take the LAA longer to respond due to the increased volumes of messages received.
- 5.5 Applicants should assume that questions and answers may be published. Questions that the LAA considers to be of wider interest may be collated and answered centrally in writing to ensure that all potential Applicants have equal access to information. Questions and answers will be published on the LAA's tender pages <https://www.gov.uk/government/publications/civil-tender-activity-2023> in the 'Procurement Process for Civil Legal Aid Face to Face Contracts from September 2023 Frequently Asked Questions ("FAQ")'.
- 5.6 Applicants should note that this is the only opportunity to ask questions about the procurement process. The LAA will not be able to provide responses to questions about the process through any other method.

Technical questions about how to operate the eTendering system

- 5.7 There is an e-Tendering helpdesk to provide technical support in relation to the use of the e-Tendering system. The helpdesk is **unable** to assist with problems with Applicants' own computer hardware or systems. For these types of issues Applicants should contact their own IT support.
- 5.8 Questions for the eTendering helpdesk should be emailed to: help@bravosolution.co.uk. Alternatively, the telephone number for the helpdesk is 0800 069 8630 and lines are open from 8am to 6pm Monday to Friday.
- 5.9 The LAA recommends that Applicants start to complete their Tenders early so that they identify any areas in which they need help as soon as possible as the helpdesk is likely to be very busy in the days leading up to the Deadline. The LAA cannot guarantee that queries received close to the Deadline will be dealt with in time and accepts no responsibility if they are not.
- 5.10 Applicants should note that the eTendering helpdesk is the only method by which they can receive assistance on using the eTendering system.

SECTION 6: ITT RESPONSE ASSESSMENT

- 6.1 Tender Responses will be assessed in the following stages:

- Stage 1 – SQ check

- Stage 2 – Existing 2018 Contract check
- Stage 3 – ITT requirements check
- Stage 4 – Verification (stage 1)
- Stage 5 – Contract award (subject to verification)
- Stage 6 – Verification (stage 2)

Stage 1 - SQ check

- 6.2 The LAA will check whether the Applicant has submitted a SQ Response. An Applicant that submits an ITT Response but fails to submit an SQ Response will be assessed as having submitted a non-compliant Tender and the Applicant's Tender for a 2018 Contract will be rejected in its entirety.
- 6.3 Applicants that are assessed as having passed the SQ will proceed to stage 2.
- 6.4 The SQ IFA contains the rules and requirements upon Applicants in respect of the SQ element of this procurement process.

Stage 2 - Existing 2018 Contract check

- 6.5 This procurement process is open to:
- New Entrants seeking to deliver publicly funded civil legal aid services; and
 - existing Providers who hold a 2018 Contract and who are seeking to deliver publicly funded civil legal aid services in additional Categories of Law; and
 - existing Providers who hold a 2018 Contract and who are seeking to deliver publicly funded civil legal aid services from additional offices / Procurement Areas.
- 6.6 The LAA will therefore check its own records to confirm whether an Applicant:
- Is a current 2018 Contract holder; and
 - Already holds authorisation to deliver Contract Work for each Individual Bid submitted.
- 6.7 Where the LAA's own records confirm that the Applicant already has authorisation to deliver Contract Work for any Individual Bid submitted, the Applicant will not be awarded a 2018 Contract in relation to that Individual Bid under this procurement process. This will be set out in the Applicant's outcome notification.

Stage 3 – ITT requirements check

- 6.8 The LAA will conduct an assessment of:
- Any address and postcode details provided as part of an Individual Bid; and
 - The declarations and warranties provided as part of an ITT Response.

Address and postcode assessment

- 6.9 The LAA will review any address and postcode details provided as part of an Individual Bid for an Office. For Family Mediation the LAA will check the Office is in England or

Wales. For all other Categories, the LAA will check the Office is in the relevant Procurement Area.

6.10 Where an Applicant is assessed as having provided the address of an Office which is not in the Procurement Area stated in the corresponding Individual Bid, the LAA will act in accordance with paragraph 2.41. This will also apply in the event that an Applicant for Family Mediation provides details of an Office which is not in England or Wales.

6.11 Where no address details are submitted as part of an Individual Bid, an address check will be conducted as part of verification (stage 2). Applicants must be able evidence an Office in the relevant Procurement Area (or in England and Wales in the case of Family Mediation) by 23.59 on 10 May 2023.

Stage 4 – Verification (stage 1)

6.12 Where an Applicant has submitted verification information with its Tender, the LAA will undertake the verification process detailed at Section 7 of this IFA.

6.13 Applicants who:

- have submitted verification information with their Tender but which is assessed as not compliant; or
- have not submitted verification information with their Tender,

must provide compliant verification information by 23.59 on 10 May in accordance with the verification process detailed at Section 7 of this IFA and will be communicated to Applicants via the relevant eTendering message board.

Stage 5 - Contract award (subject to verification)

6.14 All Applicants will be notified of the outcome of their Tender through the eTendering message board. Notifications to Applicants whose Tender is unsuccessful will include details of why their Tender is unsuccessful. The LAA intends to notify Applicants of the outcome of their Tender from 28 April 2023.

6.15 Applicants will be notified of the outcome of their Tender through the eTendering system message board. Notifications to unsuccessful Applicants will include reasons why their Tender, SQ Response, ITT Response or Individual Bid has been assessed as unsuccessful.

6.16 Where an Applicant's SQ Response is assessed as unsuccessful the Applicant's ITT Response will not be assessed, unless any appeal made by the Applicant is successful.

6.17 There is no right of appeal against the LAA's assessment of ITT Responses.

Stage 6 – Verification (stage 2)

6.18 Where an Applicant has not passed verification by providing compliant information with its Tender, it will be required to provide compliant verification information by 23.59 on 10 May, in accordance with the process detailed at Section 7 of this IFA.

SECTION 7: VERIFICATION

- 7.1 Applicants who are awarded a 2018 Contract through this procurement process will be required to verify their Individual Bids and all Contract awards will be conditional on Individual Bids being satisfactorily verified by the LAA, unless the LAA confirms that the Applicant has provided compliant verification information with its Tender.
- 7.2 Details of the verification requirements for each Category of Law are set out at Annex C of this IFA. Compliant verification information must be provided by 23:59 on 10 May 2023.
- 7.3 Applicants will have the opportunity and are strongly recommended, where possible, to submit ALL compliant verification information with their SQ and ITT Response(s). Where an Applicant does not submit all compliant verification information with their Tender, requests for verification information will be sent to Applicants who are notified their Tender has been successful.
- 7.4 The deadline to submit compliant verification information is 23:59 on 10 May 2023. Applicants wishing to tender to deliver Contract Work in any IRC must note that where compliant verification information is not provided by this date, Contract offers for this service will be withdrawn. This is because the LAA is required to prepare and publish rotas to all IRC providers in advance of 1 September.
- 7.5 The LAA may accept compliant verification information after the deadline of 23:59 on 10 May 2023 where Applicants have tendered to deliver Contract Work in any other Category of Law (including Immigration and Asylum but not including IRC Contract Work) at its discretion.
- 7.6 It is the Applicant's sole responsibility to ensure they provide the LAA with all the necessary information to evidence they meet the relevant verification requirements.
- 7.7 If verification is successfully concluded an Applicant's Contract documents will be made available for execution or amended to enable them to deliver Contract Work from 1 September 2023.
- 7.8 Where the Applicant has not submitted information in accordance with the verification process for either an Individual Bid or its entire 2018 Contract award by 23:59 on 10 May 2023, then the award in respect of an Individual Bid or the entire 2018 Contract may be withdrawn as applicable.
- 7.9 The LAA will reclassify an Individual Bid in the Family, Housing, Immigration and Asylum and Mental Health Categories of Law where an Applicant is unable to provide satisfactory evidence that they meet the requirements of a higher Lot but is able to provide satisfactory evidence that they meet the requirements of a lower Lot. For example, if an Applicant is unable to provide satisfactory evidence that its Family Individual Bid meets the requirements of Lot 3 but is able to provide satisfactory

evidence that they meet the requirements of Lot 2 then the Individual Bid will be awarded a Lot 2 Matter Start allocation (100 Matter Starts).

- 7.10 For the avoidance of doubt, if it becomes necessary for the LAA to withdraw the award to an Individual Bid or an entire 2018 Contract as a consequence of their failure to satisfactorily verify any aspect of their Tender, the LAA shall have no responsibility whatsoever to the Applicant (or any related party) for any cost, expense or any other liability they have incurred or may incur in the course of submitting their Tender.
- 7.11 Please note, the LAA will not enter into contract or issue or amend any Contract Schedule with Applicants until pre-contract verification process is concluded i.e. the Applicant satisfactorily verifies information required at the latest by 23.59 on 10 May 2022. For Applicants tendering to deliver Contract Work in IRCs, the LAA will not add an Applicant to IRC Rotas until the verification process is complete and a Contract has been issued or a Schedule amendment made.
- 7.12. In addition to meeting the verification requirements, Applicants must complete the two following administrative processes, where relevant, before the LAA can issue Contract documentation to an Applicant:
- a. Provide a completed indemnity where the Applicant organisation has limited liability
 - b. Provide a completed AC1 form and associated documentation for each new Office
- 7.13. The LAA will be unable to enter into contract with an Applicant that fails to provide this information where necessary. Where an Applicant fails to provide a properly completed indemnity by 1 September 2023, the LAA may withdraw its offer of a Contract.
- 7.14. Where an Applicant fails to provide a completed AC1 form and associated documentation by 23.59 on 10 May, the LAA may withdraw its offer of Contract Work to the relevant Office(s).

Indemnity

- 7.15. Applicants with limited liability (unless a registered charity) must supply the LAA with a properly completed indemnity, where they are New Entrants.
- 7.16. The indemnity must be signed by the ultimate owners of the Applicant and/or such persons as the LAA might reasonably regard as being controllers and/or senior managers of the Applicant and/or where the Applicant is a limited company, from any company which is its holding company.
- 7.17. A copy of the indemnity form is available at:
<https://www.gov.uk/government/publications/personal-guarantee-and-indemnity>

AC1 form

- 7.18. Where Applicants intend to open an Office to deliver the Contract Work tendered for, in addition to confirming the Office address and postcode, they will be required to complete and return an AC1 form and supporting documents so the new Office can be allocated a LAA Account Number and set up on the LAA systems. Applicants cannot be issued with Contract documentation or start, or be paid for, Contract Work until a completed AC1 form has been received and processed by the LAA. The AC1 form is available at:

www.gov.uk/guidance/update-your-details-with-laa

- 7.19 As part of its supporting documentation, an Applicant must submit evidence of its Professional Indemnity Insurance. This may be either a certificate of insurance or a quote for insurance valid from the Contract Start Date. Applicants must note that where they provide a quote for insurance, they will be unable to commence work without holding insurance and being able to provide a certificate upon the LAA's request.

Issuing of 2018 Contract documentation (Applicants that did not hold a 2018 Contract prior to this procurement process)

- 7.20 When an Applicant satisfactorily verifies their Individual Bid(s) through the verification process, they will be notified that their 2018 Contract documentation is available to view and, where necessary, execute online.
- 7.21 2018 Contract documentation will be issued and executed electronically via Adobe Sign. Once executed, Applicants will be able to view their Contract documents, including the Schedule, in the LAA's 'Contracted Work and Administration ("CWA") system.
- 7.22 In addition, an Applicant must have set up the requisite number of 'Designated Signatories' on CWA before they can execute their Contract. Guidance on how to do this will be provided at the verification stage. Guidance on allocate the Designated Signatory role in CWA can be found on the LAA's website.
- 7.23 To view their 2018 Contract an Applicant must have been set up on the LAA systems and issued with an LAA account number for each new Office.
- 7.24 Contracts that have not been executed two weeks after the Contract Start Date may be withdrawn at the LAA's sole discretion. The LAA will have no liability to an Applicant whatsoever as a consequence of any such withdrawal.

Amendment of 2018 Contract documentation (Applicants that already held a 2018 Contract prior to this procurement process)

- 7.25 Successful Applicants that have previously executed a 2018 Standard Civil Contract through a previous procurement process will have their Office Schedule amended or a new Office Schedule added to their 2018 Contract as appropriate.

SECTION 8: GENERAL RULES OF THIS PROCUREMENT PROCESS

- 8.1 The rules of this procurement process are set out at Section 5 of the SQ IFA and can be found [here](#).
- 8.2 Applicants must read the rules of the procurement process in full.

ANNEX A: PROCUREMENT AREAS

This Annex provides details of Procurement Areas for each ITT.

Applicants should check that they tender in the correct Procurement Area for their Office(s). To do this, Applicants must enter the postcode for their Office (or intended Office) into the 'Find your local council' tool on the Gov.uk website: <https://www.gov.uk/find-local-council>. Annex A lists the Procurement Areas for each Category and the local authorities included in each.

Family Procurement Areas

Below is a list of Procurement Areas for the purposes of the Family ITT.

Region	Procurement Area	Local Authorities included in the Procurement Area
Birmingham	Birmingham	Birmingham City Council
	City of Stoke-on-Trent	Stoke-on-Trent City Council
	City of Wolverhampton	Wolverhampton City Council
	Coventry	Coventry City Council
	Dudley	Dudley Metropolitan Borough Council
	Herefordshire & Worcestershire	Herefordshire Council Worcestershire County Council
	Sandwell	Sandwell Metropolitan Borough Council
	Shropshire	Shropshire Council Telford & Wrekin Council
	Solihull	Solihull Metropolitan Borough Council
	Staffordshire	Staffordshire County Council
	Walsall	Walsall Metropolitan Borough Council
	Warwickshire	Warwickshire County Council
Cambridge	Bedfordshire	Bedford Borough Council Central Bedfordshire Council Luton Borough Council
	Cambridgeshire	Cambridgeshire County Council Peterborough City Council
	East Essex	Castle Point Borough Council Colchester Borough Council Maldon District Council Rochford District Council Southend-on-Sea Borough Council Tendring District Council

	Norfolk	Norfolk County Council
	North Hertfordshire	East Hertfordshire District Council North Hertfordshire District Council Stevenage Borough Council Welwyn Hatfield Borough Council
	South Hertfordshire	Broxbourne Borough Council Dacorum Borough Council Hertsmere Borough Council St Albans City and District Council Three Rivers District Council Watford Borough Council
	Suffolk	Suffolk County Council
	West Essex	Basildon Borough Council Braintree District Council Brentwood Borough Council Chelmsford City Council Epping Forest District Council Harlow Council Thurrock Council Uttlesford District Council
Nottingham	City of Derby	Derby City Council
	City of Leicester	Leicester City Council
	Greater Nottingham	Broxtowe Borough Council Gedling Borough Council Nottingham City Council Rushcliffe Borough Council
	Leicestershire & Rutland	Leicestershire County Council Rutland County Council
	Lincolnshire	Lincolnshire County Council
	North Derbyshire	Bolsover District Council Chesterfield Borough Council Derbyshire Dales District Council High Peak Borough Council North East Derbyshire District Council
	North Nottinghamshire	Ashfield District Council Bassetlaw District Council Mansfield District Council Newark and Sherwood District Council
	Northamptonshire	Northamptonshire County Council
	South Derbyshire	Amber Valley Borough Council Erewash Borough Council South Derbyshire District Council
Bristol	Bournemouth & Poole	Bournemouth Borough Council Poole Borough Council

	City of Bristol, South Gloucestershire and North Somerset	Bristol City Council North Somerset Council South Gloucestershire Council
	City of Plymouth	Plymouth City Council
	Cornwall	Cornwall County Council
	Devon	Devon County Council Torbay Council
	Dorset	Dorset County Council
	Gloucestershire	Gloucestershire County Council
	Somerset	Bath and North East Somerset Council Somerset County Council
	Wiltshire	Swindon Borough Council Wiltshire County Council
Cardiff	Bridgend, Cardiff and the Vale	Bridgend County Borough Council City of Cardiff Council Vale of Glamorgan Council
	Central Wales	Ceredigion County Council Powys County Council
	Neath Port Talbot and Swansea	City and County of Swansea Council Neath Port Talbot County Borough Council
	North East Wales	Denbighshire County Council Flintshire County Council Wrexham County Borough Council
	North West Wales	Conwy County Borough Council Gwynedd County Council Isle of Anglesey County Council
	Rhondda Cynon Taff & Merthyr Tydfil	Merthyr Tydfil County Borough Council Rhondda Cynon Taff County Borough Council
	South East Wales	Blaenau Gwent County Borough Council Caerphilly County Borough Council Monmouthshire County Council Newport City Council Torfaen County Borough Council
	South West Wales	Carmarthenshire County Council Pembrokeshire County Council
Leeds	Barnsley	Barnsley Metropolitan Borough Council
	Bradford	City of Bradford Metropolitan District Council
	Calderdale	Calderdale Metropolitan Borough Council
	City of Kingston upon Hull	Hull City Council

	Doncaster	Doncaster Metropolitan Borough Council
	East Riding of Yorkshire	East Riding of Yorkshire Council
	Kirklees	Kirklees Metropolitan Borough Council
	Leeds	Leeds City Council
	North East Lincolnshire & North Lincolnshire	North East Lincolnshire Council North Lincolnshire Council
	North Yorkshire	City of York Council North Yorkshire County Council
	Rotherham	Rotherham Metropolitan Borough Council
	Sheffield	Sheffield City Council
	Wakefield	Wakefield Metropolitan District Council
South Tyneside	Darlington	Darlington Borough Council
	Durham	Durham County Council
	Gateshead	Gateshead Council
	Hartlepool	Hartlepool Borough Council
	Middlesbrough	Middlesbrough Borough Council
	Newcastle upon Tyne	Newcastle City Council
	North Tyneside	North Tyneside Council
	Northumberland	Northumberland County Council
	Redcar and Cleveland	Redcar & Cleveland Council
	South Tyneside	South Tyneside Council
	Stockton-on-Tees	Stockton Council
	Sunderland	Sunderland City Council
Liverpool	Knowsley	Knowsley Metropolitan Borough Council
	Liverpool	Liverpool City Council
	Sefton	Sefton Metropolitan Borough Council
	St. Helens	St Helens Metropolitan Borough Council
	Wirral	Wirral Borough Council
	Bolton	Bolton Metropolitan Borough Council

Manchester	Bury	Bury Metropolitan Borough Council
	Cheshire	Cheshire East Council Cheshire West and Chester Council
	Cumbria	Cumbria County Council
	East Lancashire	Blackburn with Darwen Council Burnley Borough Council Hyndburn Borough Council Pendle Borough Council Ribble Valley Borough Council Rossendale Borough Council
	Manchester	Manchester City Council
	Oldham	Oldham Metropolitan Borough Council
	Rochdale	Rochdale Metropolitan Borough Council
	Salford	Salford City Council
	Stockport	Stockport Metropolitan Borough Council
	Tameside	Tameside Metropolitan Borough Council
	Trafford	Trafford Metropolitan Borough Council
	Warrington & Halton	Halton Borough Council Warrington Borough Council
	West Lancashire	Blackpool Council Chorley Borough Council Fylde Borough Council Lancaster City Council Preston City Council South Ribble Borough Council West Lancashire Borough Council Wyre Council
	Wigan	Wigan Metropolitan Borough Council
London	Inner London	Camden London Borough Council City of London Corporation Hackney London Borough Council Hammersmith & Fulham London Borough Council Islington London Borough Council Kensington & Chelsea London Borough Council Lambeth London Borough Council Southwark London Borough Council Wandsworth London Borough Council Westminster City Council
	West London	Barnet London Borough Council Brent London Borough Council Ealing London Borough Council Enfield London Borough Council Harrow London Borough Council Haringey London Borough Council Hillingdon London Borough Council

		Hounslow London Borough Council Kingston upon Thames London Borough Council Merton London Borough Council Richmond upon Thames London Borough Council
	East London	Barking and Dagenham London Borough Council Bexley London Borough Council Bromley London Borough Council Croydon London Borough Council Greenwich London Borough Council Havering London Borough Council Lewisham London Borough Council Newham London Borough Council Redbridge London Borough Council Sutton London Borough Council Tower Hamlets London Borough Council Waltham Forest London Borough Council
Reading	Berkshire	Bracknell Forest Council Reading Borough Council Slough Borough Council West Berkshire Council Windsor and Maidenhead Borough Council Wokingham Borough Council
	Buckinghamshire	Buckinghamshire County Council Milton Keynes Council
	Hampshire	Hampshire County Council
	Oxfordshire	Oxfordshire County Council
	Portsmouth & Isle of Wight	Isle of Wight Council Portsmouth City Council
	Southampton	Southampton City Council
Brighton	East Sussex	East Sussex County Council
	Mid and South West Kent	Ashford Borough Council Maidstone Borough Council Sevenoaks District Council Tonbridge and Malling Borough Council Tunbridge Wells Borough Council
	North Kent and Medway	Dartford Borough Council Gravesham Borough Council Medway Council Swale Borough Council
	Surrey	Surrey County Council
	The City of Brighton and Hove	Brighton and Hove City Council
	The Kent Coast	Dover District Council Canterbury City Council Shepway District Council Thanet District Council
	West Sussex	West Sussex County Council

Housing, Debt & Welfare Benefits Procurement Areas

Below is a list of Procurement Areas for the purposes of the Housing, Debt & Welfare Benefits ITT.

Region	Housing and Debt Procurement Area	Local Authorities included in the Procurement Area	Welfare Benefits Procurement Area
Birmingham	Birmingham	Birmingham City Council	Midlands and East (comprised of the Birmingham, Cambridge and Nottingham regions)
	City of Stoke-on-Trent	Stoke-on-Trent City Council	
	City of Wolverhampton	Wolverhampton City Council	
	Coventry	Coventry City Council	
	Dudley	Dudley Metropolitan Borough Council	
	Herefordshire & Worcestershire	Herefordshire Council Worcestershire County Council	
	Sandwell	Sandwell Metropolitan Borough Council	
	Shropshire	Shropshire Council Telford & Wrekin Council	
	Solihull	Solihull Metropolitan Borough Council	
	Staffordshire	Staffordshire County Council	
	Walsall	Walsall Metropolitan Borough Council	
	Warwickshire	Warwickshire County Council	
Cambridge	Bedfordshire	Bedford Borough Council Central Bedfordshire Council Luton Borough Council	
	Cambridgeshire	Cambridgeshire County Council Peterborough City Council	
	East Essex	Castle Point Borough Council Colchester Borough Council Maldon District Council Rochford District Council Southend-on-Sea Borough Council Tendring District Council	
	Norfolk	Norfolk County Council	
	North Hertfordshire	East Hertfordshire District Council North Hertfordshire District Council Stevenage Borough Council Welwyn Hatfield Borough Council	
	South Hertfordshire	Broxbourne Borough Council Dacorum Borough Council	

		Hertsmere Borough Council St Albans City and District Council Three Rivers District Council Watford Borough Council	
	Suffolk	Suffolk County Council	
	West Essex	Basildon Borough Council Braintree District Council Brentwood Borough Council Chelmsford City Council Epping Forest District Council Harlow Council Thurrock Council Uttlesford District Council	
Nottingham	City of Derby	Derby City Council	
	City of Leicester	Leicester City Council	
	Greater Nottingham	Broxtowe Borough Council Gedling Borough Council Nottingham City Council Rushcliffe Borough Council	
	Leicestershire & Rutland	Leicestershire County Council Rutland County Council	
	Lincolnshire	Lincolnshire County Council	
	North Derbyshire	Bolsover District Council Chesterfield Borough Council Derbyshire Dales District Council High Peak Borough Council North East Derbyshire District Council	
	North Nottinghamshire	Ashfield District Council Bassetlaw District Council Mansfield District Council Newark and Sherwood District Council	
	Northamptonshire	Northamptonshire County Council	
	South Derbyshire	Amber Valley Borough Council Erewash Borough Council South Derbyshire District Council	
Bristol	Bournemouth & Poole	Bournemouth Borough Council Poole Borough Council	South West and Wales (comprised of the Bristol and Cardiff regions)
	City of Bristol, South Gloucestershire and North Somerset	Bristol City Council North Somerset Council South Gloucestershire Council	
	City of Plymouth	Plymouth City Council	
	Cornwall	Cornwall County Council	

	Devon	Devon County Council Torbay Council	
	Dorset	Dorset County Council	
	Gloucestershire	Gloucestershire County Council	
	Somerset	Bath and North East Somerset Council Somerset County Council	
	Wiltshire	Swindon Borough Council Wiltshire County Council	
Cardiff	Bridgend, Cardiff and the Vale	Bridgend County Borough Council City of Cardiff Council Vale of Glamorgan Council	
	Central Wales	Ceredigion County Council Powys County Council	
	Neath Port Talbot and Swansea	City and County of Swansea Council Neath Port Talbot County Borough Council	
	North East Wales	Denbighshire County Council Flintshire County Council Wrexham County Borough Council	
	North West Wales	Conwy County Borough Council Gwynedd County Council Isle of Anglesey County Council	
	Rhondda Cynon Taff & Merthyr Tydfil	Merthyr Tydfil County Borough Council Rhondda Cynon Taff County Borough Council	
	South East Wales	Blaenau Gwent County Borough Council Caerphilly County Borough Council Monmouthshire County Council Newport City Council Torfaen County Borough Council	
	South West Wales	Carmarthenshire County Council Pembrokeshire County Council	
Leeds	Barnsley	Barnsley Metropolitan Borough Council	North (comprised of the Leeds, South Tyneside, Liverpool and Manchester regions)
	Bradford	City of Bradford Metropolitan District Council	
	Calderdale	Calderdale Metropolitan Borough Council	
	City of Kingston upon Hull	Hull City Council	
	Doncaster	Doncaster Metropolitan Borough Council	

	East Riding of Yorkshire	East Riding of Yorkshire Council
	Kirklees	Kirklees Metropolitan Borough Council
	Leeds	Leeds City Council
	North East Lincolnshire & North Lincolnshire	North East Lincolnshire Council North Lincolnshire Council
	North Yorkshire	City of York Council North Yorkshire County Council
	Rotherham	Rotherham Metropolitan Borough Council
	Sheffield	Sheffield City Council
	Wakefield	Wakefield Metropolitan District Council
South Tyneside	Darlington	Darlington Borough Council
	Durham	Durham County Council
	Gateshead	Gateshead Council
	Hartlepool	Hartlepool Borough Council
	Middlesbrough	Middlesbrough Borough Council
	Newcastle upon Tyne	Newcastle City Council
	North Tyneside	North Tyneside Council
	Northumberland	Northumberland County Council
	Redcar and Cleveland	Redcar & Cleveland Council
	South Tyneside	South Tyneside Council
	Stockton-on-Tees	Stockton Council
	Sunderland	Sunderland City Council
Liverpool	Knowsley	Knowsley Metropolitan Borough Council
	Liverpool	Liverpool City Council
	Sefton	Sefton Metropolitan Borough Council
	St. Helens	St Helens Metropolitan Borough Council
	Wirral	Wirral Borough Council
Manchester	Bolton	Bolton Metropolitan Borough Council

	Bury	Bury Metropolitan Borough Council	
	Cheshire	Cheshire East Council Cheshire West and Chester Council	
	Cumbria	Cumbria County Council	
	East Lancashire	Blackburn with Darwen Council Burnley Borough Council Hyndburn Borough Council Pendle Borough Council Ribble Valley Borough Council Rossendale Borough Council	
	Manchester	Manchester City Council	
	Oldham	Oldham Metropolitan Borough Council	
	Rochdale	Rochdale Metropolitan Borough Council	
	Salford	Salford City Council	
	Stockport	Stockport Metropolitan Borough Council	
	Tameside	Tameside Metropolitan Borough Council	
	Trafford	Trafford Metropolitan Borough Council	
	Warrington & Halton	Halton Borough Council Warrington Borough Council	
	West Lancashire	Blackpool Council Chorley Borough Council Fylde Borough Council Lancaster City Council Preston City Council South Ribble Borough Council West Lancashire Borough Council Wyre Council	
	Wigan	Wigan Metropolitan Borough Council	
London	Barking and Dagenham	Barking and Dagenham London Borough Council	London and South East (comprised of the London, Reading and Brighton regions)
	Barnet	Barnet London Borough Council	
	Bexley	Bexley London Borough Council	
	Brent	Brent London Borough Council	
	Bromley	Bromley London Borough Council	
	Camden	Camden London Borough Council	
	City of Westminster	Westminster City Council	

	Croydon	Croydon London Borough Council
	Ealing	Ealing London Borough Council
	Enfield	Enfield London Borough Council
	Greenwich	Greenwich London Borough Council
	Hackney & City of London	City of London Corporation Hackney London Borough Council
	Hammersmith and Fulham	Hammersmith & Fulham London Borough Council
	Haringey	Haringey London Borough Council
	Harrow	Harrow London Borough Council
	Havering	Havering London Borough Council
	Hillingdon	Hillingdon London Borough Council
	Hounslow	Hounslow London Borough Council
	Islington	Islington London Borough Council
	Kensington and Chelsea	Kensington & Chelsea London Borough Council
	Kingston upon Thames & Richmond upon Thames	Kingston upon Thames London Borough Council Richmond upon Thames London Borough Council
	Lambeth	Lambeth London Borough Council
	Lewisham	Lewisham London Borough Council
	Merton & Sutton	Merton London Borough Council Sutton London Borough Council
	Newham	Newham London Borough Council
	Redbridge	Redbridge London Borough Council
	Southwark	Southwark London Borough Council
	Tower Hamlets	Tower Hamlets London Borough Council
	Waltham Forest	Waltham Forest London Borough Council
	Wandsworth	Wandsworth London Borough Council
Reading	Berkshire	Bracknell Forest Council Reading Borough Council

		Slough Borough Council West Berkshire Council Windsor and Maidenhead Borough Council Wokingham Borough Council	
	Buckinghamshire	Buckinghamshire County Council Milton Keynes Council	
	Hampshire	Hampshire County Council	
	Oxfordshire	Oxfordshire County Council	
	Portsmouth & Isle of Wight	Isle of Wight Council Portsmouth City Council	
	Southampton	Southampton City Council	
Brighton	East Sussex	East Sussex County Council	
	Mid and South West Kent	Ashford Borough Council Maidstone Borough Council Sevenoaks District Council Tonbridge and Malling Borough Council Tunbridge Wells Borough Council	
	North Kent and Medway	Dartford Borough Council Gravesham Borough Council Medway Council Swale Borough Council	
	Surrey	Surrey County Council	
	The City of Brighton and Hove	Brighton and Hove City Council	
	The Kent Coast	Canterbury City Council Dover District Council Shepway District Council Thanet District Council	
	West Sussex	West Sussex County Council	

Immigration and Asylum Procurement Areas

Below is a list of Procurement Areas and [Local Authorities included in the Procurements Areas](#) for the purposes of the Immigration and Asylum ITT.

Region	Procurement Area	Local Authorities included in the Procurement Area
London and South East England	London and South East England	<p>Buckinghamshire County Council Milton Keynes Council</p> <p>Hampshire County Council Isle of Wight Council Portsmouth City Council Southampton City Council</p> <p>East Sussex County Council Surrey County Council West Sussex County Council</p> <p>Barking and Dagenham London Borough Council Barnet London Borough Council Bexley London Borough Council Brent London Borough Council Bromley London Borough Council Camden London Borough Council City of London Corporation Croydon London Borough Council Ealing London Borough Council Enfield London Borough Council Greenwich London Borough Council Hackney London Borough Council Hammersmith & Fulham London Borough Council Haringey London Borough Council Harrow London Borough Council Havering London Borough Council Hillingdon London Borough Council Hounslow London Borough Council Islington London Borough Council Kensington & Chelsea London Borough Council Kingston upon Thames London Borough Council Lambeth London Borough Council Lewisham London Borough Council Merton London Borough Council Newham London Borough Council Redbridge London Borough Council Richmond upon Thames London Borough Council Southwark London Borough Council Sutton London Borough Council Tower Hamlets London Borough Council Waltham Forest London Borough Council Wandsworth London Borough Council Westminster City Council</p> <p>Adur District Council Arun District Council Ashford Borough Council Basingstoke and Deane Borough Council Bracknell Forest Council Brighton and Hove City Council Canterbury City Council Cherwell District Council Chichester District Council</p>

		Crawley Borough Council Dartford Borough Council Dover District Council East Hampshire District Council Eastbourne Borough Council Eastleigh Borough Council Elmbridge Borough Council Epsom and Ewell Borough Council Fareham Borough Council Folkestone and Hythe District Council Gosport Borough Council Gravesham Borough Council Guildford Borough Council Hart District Council Hastings District Council Havant Borough Council Horsham District Council Lewes District Council Maidstone Borough Council Medway Council Mid Sussex District Council Mole Valley District Council New Forest District Council Oxfordshire County Council Oxford City Council Reading Borough Council Reigate and Banstead Borough Council Rother District Council Runnymede Borough Council Sevenoaks District Council Shepway District Council Slough Borough Council South Oxfordshire District Council Spelthorne Borough Council Surrey Heath Borough Council Swale Borough Council Tandridge District Council Test Valley Borough Council Thanet District Council Tonbridge and Malling Borough Council Tunbridge Wells Borough Council Vale of White Horse District Council Waverley Borough Council Wealden District Council West Berkshire Council West Oxfordshire District Council Winchester City Council Windsor and Maidenhead Borough Council Woking Borough Council Wokingham Borough Council Worthing Borough Council
Midlands and East of England	Midlands and East of England	Amber Valley Council Ashfield District Council Babergh District Council Bassetlaw District Council Basildon Borough Council Bedford Borough Council Birmingham City Council Blaby District Council

		<p> Bolsover District Council Boston Borough Council Braintree District Council Breckland Council Brentwood Borough Council Broadland and South Norfolk District Council Bromsgrove District Council Broxbourne Borough Council Broxtowe Borough Council Cambridge City Council Castle Point Borough Council Cannock Chase District Council Central Bedfordshire Council Charnwood Borough Council Chelmsford City Council Chesterfield Borough Council Colchester Borough Council Coventry City Council Dacorum Borough Council Derby City Council Derbyshire Dales District Council Dudley Metropolitan Borough Council East Cambridgeshire District Council East Hertfordshire (Herts) Council East Lindsey District Council East Staffordshire Borough Council East Suffolk Council Epping Forest District Council Erewash Borough Council Fenland District Council Gedling Borough Council Great Yarmouth Borough Council Harborough District Council Harlow Council Herefordshire, County of Council Hertsmere Borough Council High Peak Borough Council Hinckley and Bosworth Borough Council Huntingdonshire District Council Ipswich Borough Council Kings Lynn and West Norfolk Borough Council Leicester City Council Lichfield District Council Lincoln City Council Luton Borough Council Maldon District Council Malvern Hills District Council Mansfield District Council Melton Borough Council Mid Suffolk District Council Newark and Sherwood District Council Newcastle-under-Lyme Borough Council North East Derbyshire District Council North Hertfordshire (Herts) Council North Kesteven District Council North Norfolk District Council North Northamptonshire Council </p>
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		<p> North Warwickshire Borough Council North West Leicestershire District Council Norwich City Council Nottingham City Council Nuneaton and Bedworth Borough Council Oadby and Wigston Borough Council Peterborough City Council Redditch Borough Council Rochford District Council Rugby Borough Council Rushcliffe Borough Council Rutland County Council Sandwell Metropolitan Borough Council Shropshire Council Solihull Metropolitan Borough Council South Cambridgeshire District Council South Derbyshire Council South Holland District Council South Kesteven District Council South Staffordshire District Council Southend-on-Sea City Council St Albans Borough Council Stafford County Council Staffordshire Moorlands District Council Stevenage Borough Council Stoke-on-Trent City Council Stratford-on-Avon District Council Tamworth Borough Council Telford and Wrekin Council Tendring District Council Three Rivers District Council Thurrock Council Uttlesford District Council Walsall Council Warwick District Council Watford Borough Council Welwyn Hatfield Borough Council West Lindsey District Council West Northamptonshire Council West Suffolk Council Wolverhampton, City of, Council Worcester City Council Wychavon District Council Wyre Forest District Council Cambridgeshire County Council Northamptonshire County Council </p>
North East, Yorkshire and the Humber	North East, Yorkshire and the Humber	<p> Darlington Borough Council Durham County Council Gateshead Council Hartlepool Borough Council Middlesbrough Borough Council Newcastle City Council North Tyneside Council Northumberland County Council Redcar and Cleveland Council South Tyneside Council </p>

		<p>Stockton-on-Tees Borough Council Sunderland City Council</p> <p>Barnsley Metropolitan Borough Council Bradford, City of Metropolitan District Council Calderdale Metropolitan Borough Council Craven District Council Doncaster Metropolitan Borough Council East Riding of Yorkshire Council Hambleton District Council Harrogate Borough Council Hull City Council Kirklees Metropolitan Borough Council Leeds City Council North Lincolnshire Council North East Lincolnshire Council North Yorkshire County Council Richmondshire District Council Rotherham Metropolitan Borough Council Ryedale District Council Scarborough Borough Council Selby District Council Sheffield City Council Wakefield Metropolitan District Council York, City of, Council</p>
North West England	North West England	<p>Allerdale Borough Council Barrow-in-Furness Borough Council Blackburn with Darwen Council Blackpool Council Bolton Metropolitan Borough Council Burnley Borough Council Bury Metropolitan Borough Council Carlisle City Council Cheshire East Council Cheshire West and Chester Council Chorley Borough Council Copeland Borough Council Eden District Council Fylde Borough Council Halton Borough Council Hyndburn Borough Council Knowsley Metropolitan Borough Council Lancaster City Council Liverpool City Council Manchester City Council Oldham Metropolitan Borough Council Pendle Borough Council Preston City Council Ribble Valley Borough Council Rochdale Metropolitan Borough Council Rossendale Borough Council Salford City Council Sefton Metropolitan Borough Council South Lakeland District Council South Ribble Borough Council St. Helens Metropolitan Borough Council Stockport Metropolitan Borough Council Tameside Metropolitan Borough Council Trafford Metropolitan Borough Council Warrington Borough Council West Lancashire Borough Council</p>

		Wigan Metropolitan Borough Council Wirral Borough Council Wyre Council
South West England	South West England	Bath and North East Somerset Council Bournemouth, Christchurch and Poole (BCP) Council Bristol City Council Cheltenham Borough Council Cornwall County Council Cotswold District Council Dorset Council East Devon District Council Exeter City Council Forest of Dean District Council Gloucester City Council Isles of Scilly Council Mendip District Council Mid Devon District Council North Devon Council North Somerset Council Plymouth City Council Sedgemoor District Council Somerset West and Taunton Council South Gloucestershire Council South Hams District Council South Somerset District Council Stroud District Council Swindon Borough Council Teignbridge District Council Tewkesbury Borough Council Torbay Council Torridge District Council West Devon Borough Council Wiltshire Council Gloucestershire County Council Devon County Council
Wales	Wales	Blaenau Gwent County Borough Council Bridgend County Borough Council Caerphilly County Borough Council Cardiff, City of, Council Carmarthenshire County Council Ceredigion County Council Conwy County Borough Council Denbighshire County Council Flintshire County Council Gwynedd Council Isle of Anglesey County Council Merthyr Tydfil County Borough Council Monmouthshire County Council Neath Port Talbot County Borough Council Newport City Council Pembrokeshire County Council Powys County Council Rhondda Cynon Taf County Borough Council City and County of Swansea Council Torfaen County Borough Council Vale of Glamorgan Council Wrexham County Borough Council

Immigration Removal Centres

Below is a list of IRCs for the purposes of the Immigration and Asylum ITT

IRC	Services delivered to clients at the IRC
Brook House IRC	DDAS DAC
Colnbrook IRC	DDAS DAC
Harmondsworth IRC	DDAS DAC
Tinsley House IRC (including Gatwick PDA)	DDAS
Yarl's Wood IRC	DDAS DAC

Mental Health Procurement Areas

Below is a list of Procurement Areas for the purposes of the Mental Health ITT.

Region	Procurement Area	Local Authorities included in the Procurement Area
Birmingham, Cambridge, Nottingham	Midlands and East	Bedford Borough Council Birmingham City Council Cambridgeshire County Council Central Bedfordshire Council Coventry City Council Derby City Council Derbyshire County Council Dudley Metropolitan Borough Council Essex County Council Hertfordshire County Council Leicester City Council Leicestershire County Council Lincolnshire County Council Luton Borough Council Norfolk County Council Northamptonshire County Council Nottingham City Council Nottinghamshire County Council Peterborough City Council Rutland County Council Sandwell Metropolitan Borough Council Shropshire Council Solihull Metropolitan Borough Council Warwickshire County Council Southend-on-Sea Borough Council Staffordshire County Council Stoke-on-Trent City Council Suffolk County Council Telford and Wrekin Council Thurrock Council Walsall Metropolitan Borough Council Wolverhampton City Council Worcestershire County Council
South Tyneside, Leeds, Manchester, Liverpool	North	Barnsley Metropolitan Borough Council Blackburn with Darwen Council Blackpool Council Bolton Metropolitan Borough Council Bury Metropolitan Borough Council Calderdale Metropolitan Borough Council Cheshire East Council Cheshire West and Chester Council City of Bradford Metropolitan District Council City of York Council Cumbria County Council Darlington Borough Council Doncaster Metropolitan Borough Council Durham County Council East Riding of Yorkshire Council Gateshead Council Halton Borough Council Hartlepool Borough Council Hull City Council Kirklees Metropolitan Borough Council

		<p>Knowsley Metropolitan Borough Council Lancashire County Council Leeds City Council Liverpool City Council Manchester City Council Middlesbrough Borough Council Newcastle City Council North East Lincolnshire Council North Lincolnshire Council North Tyneside Council North Yorkshire County Council Northumberland Council Oldham Metropolitan Borough Council Redcar and Cleveland Council Rochdale Metropolitan Borough Council Rotherham Metropolitan Borough Council Salford City Council Sefton Metropolitan Borough Council Sheffield City Council South Tyneside Council St. Helens Metropolitan Borough Council Stockport Metropolitan Borough Council Stockton Council Sunderland City Council Tameside Metropolitan Borough Council Trafford Metropolitan Borough Council Wakefield Metropolitan District Council Warrington Borough Council Wigan Metropolitan Borough Council Wirral Borough Council</p>
London, Brighton, Reading	South and South East	<p>Barking and Dagenham London Borough Council Barnet London Borough Council Bexley London Borough Council Bracknell Forest Council Brent London Borough Council Brighton and Hove City Council Bromley London Borough Council Buckinghamshire County Council Camden London Borough Council City of London Corporation Croydon London Borough Council Ealing London Borough Council East Sussex County Council Enfield London Borough Council Greenwich London Borough Council Hackney London Borough Council Hammersmith & Fulham London Borough Council Hampshire County Council Haringey London Borough Council Harrow London Borough Council Havering London Borough Council Hillingdon London Borough Council Hounslow London Borough Council Isle of Wight Council Islington London Borough Council Kensington & Chelsea London Borough Council Kent County Council Kingston upon Thames London Borough Council Lambeth London Borough Council Lewisham London Borough Council Medway Council Merton London Borough Council Milton Keynes Council</p>

		Newham London Borough Council Oxfordshire County Council Portsmouth City Council Reading Borough Council Redbridge London Borough Council Richmond upon Thames London Borough Council Slough Borough Council Southampton City Council Southwark London Borough Council Surrey County Council Sutton London Borough Council Tower Hamlets London Borough Council Waltham Forest London Borough Council Wandsworth London Borough Council West Berkshire Council West Sussex County Council Westminster City Council Windsor and Maidenhead Borough Council Wokingham Borough Council
Bristol	South West	Bath and North East Somerset Council Bournemouth Borough Council Bristol City Council Cornwall County Council Devon County Council Dorset County Council Gloucestershire County Council North Somerset Council Plymouth City Council Poole Borough Council Somerset County Council South Gloucestershire Council Swindon Borough Council Torbay Council Wiltshire County Council
Cardiff	Wales	Blaenau Gwent County Borough Council Bridgend County Borough Council Caerphilly County Borough Council Carmarthenshire County Council Ceredigion County Council City of Cardiff Council City and County of Swansea Council Conway County Borough Council Denbighshire County Council Flintshire County Council Gwynedd County Council Isle of Anglesey County Council Merthyr Tydfil County Borough Council Monmouthshire County Council Neath Port Talbot County Borough Council Newport City Council Pembrokeshire County Council Powys County Council Rhondda Cynon Taff County Borough Council Torfaen County Borough Council Vale of Glamorgan Council Wrexham County Borough Council

Community Care Procurement Areas

Below is a list of Procurement Areas for the purposes of the Community Care ITT.

Region	Procurement Area	Local Authorities included in the Procurement Area
Birmingham	West Midlands	Birmingham City Council Coventry City Council Dudley Metropolitan Borough Council Herefordshire Council Sandwell Metropolitan Borough Council Shropshire Council Solihull Metropolitan Borough Council Warwickshire County Council Staffordshire County Council Stoke-on-Trent City Council Telford and Wrekin Council Walsall Metropolitan Borough Council Warwickshire County Council Wolverhampton City Council Worcestershire County Council
Cambridge	Eastern	Bedford Borough Council Cambridgeshire County Council Central Bedfordshire Council Essex County Council Hertfordshire County Council Luton Borough Council Norfolk County Council Peterborough City Council Southend-on-Sea Borough Council Suffolk County Council Thurrock Council
Nottingham	East Midlands	Derby City Council Derbyshire County Council Leicester City Council Leicestershire County Council Lincolnshire County Council Northamptonshire County Council Nottingham City Council Nottinghamshire County Council Rutland County Council
Bristol	South West	Bath and North East Somerset Council Bournemouth Borough Council Bristol City Council Cornwall County Council Devon County Council Dorset County Council Gloucestershire County Council North Somerset Council Plymouth City Council Poole Borough Council Somerset County Council South Gloucestershire Council Swindon Borough Council Torbay Council Wiltshire County Council

Cardiff	Wales	Blaenau Gwent County Borough Council Bridgend County Borough Council Caerphilly County Borough Council Carmarthenshire County Council Ceredigion County Council City and County of Swansea Council City of Cardiff Council Conway County Borough Council Denbighshire County Council Flintshire County Council Gwynedd County Council Isle of Anglesey County Council Merthyr Tydfil County Borough Council Monmouthshire County Council Neath Port Talbot County Borough Council Newport City Council Pembrokeshire County Council Powys County Council Rhondda Cynon Taff County Borough Council Torfaen County Borough Council Vale of Glamorgan Council Wrexham County Borough Council
Leeds	Yorkshire and Humberside	Barnsley Metropolitan Borough Council Calderdale Metropolitan Borough Council City of Bradford Metropolitan District Council City of York Council Doncaster Metropolitan Borough Council East Riding of Yorkshire Council Hull City Council Kirklees Metropolitan Borough Council Leeds City Council North East Lincolnshire Council North Lincolnshire Council North Yorkshire County Council Rotherham Metropolitan Borough Council Sheffield City Council Wakefield Metropolitan District Council
South Tyneside	North East	Darlington Borough Council Durham County Council Gateshead Council Hartlepool Borough Council Middlesbrough Borough Council Newcastle City Council North Tyneside Council Northumberland Council Redcar and Cleveland Council South Tyneside Council Stockton Council Sunderland City Council
Liverpool	Merseyside	Knowsley Metropolitan Borough Council Liverpool City Council Sefton Metropolitan Borough Council St. Helens Metropolitan Borough Council Wirral Borough Council
Manchester	North West	Blackburn with Darwen Council Blackpool Council Bolton Metropolitan Borough Council Bury Metropolitan Borough Council Cheshire East Council

		Cheshire West and Chester Council Cumbria County Council Halton Borough Council Lancashire County Council Manchester City Council Oldham Metropolitan Borough Council Rochdale Metropolitan Borough Council Salford City Council Stockport Metropolitan Borough Council Tameside Metropolitan Borough Council Trafford Metropolitan Borough Council Warrington Borough Council Wigan Metropolitan Borough Council
London	London	Barking and Dagenham London Borough Council Barnet London Borough Council Bexley London Borough Council Brent London Borough Council Bromley London Borough Council Camden London Borough Council City of London Corporation Croydon London Borough Council Ealing London Borough Council Enfield London Borough Council Greenwich London Borough Council Hackney London Borough Council Hammersmith & Fulham London Borough Council Haringey London Borough Council Harrow London Borough Council Havering London Borough Council Hillingdon London Borough Council Hounslow London Borough Council Islington London Borough Council Kensington & Chelsea London Borough Council Kingston upon Thames London Borough Council Lambeth London Borough Council Lewisham London Borough Council Merton London Borough Council Newham London Borough Council Redbridge London Borough Council Richmond upon Thames London Borough Council Southwark London Borough Council Sutton London Borough Council Tower Hamlets London Borough Council Waltham Forest London Borough Council Wandsworth London Borough Council Westminster City Council
Reading	South	Bracknell Forest Council Buckinghamshire County Council Hampshire County Council Isle of Wight Council Milton Keynes Council Oxfordshire County Council Portsmouth City Council Reading Borough Council Slough Borough Council Southampton City Council West Berkshire Council Windsor and Maidenhead Borough Council Wokingham Borough Council
Brighton	South East	Brighton and Hove City Council

		East Sussex County Council Kent County Council Medway Council Surrey County Council West Sussex County Council
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Claims Against Public Authorities Procurement Areas

Below is a list of Procurement Areas for the purposes of the Claims Against Public Authorities ITT.

Region	Procurement Area	Local Authorities included in the Procurement Area
London	London	Barking and Dagenham London Borough Council Barnet London Borough Council Bexley London Borough Council Brent London Borough Council Bromley London Borough Council Camden London Borough Council City of London Corporation Croydon London Borough Council Ealing London Borough Council Enfield London Borough Council Greenwich London Borough Council Hackney London Borough Council Hammersmith & Fulham London Borough Council Haringey London Borough Council Harrow London Borough Council Havering London Borough Council Hillingdon London Borough Council Hounslow London Borough Council Islington London Borough Council Kensington & Chelsea London Borough Council Kingston upon Thames London Borough Council Lambeth London Borough Council Lewisham London Borough Council Merton London Borough Council Newham London Borough Council Redbridge London Borough Council Richmond upon Thames London Borough Council Southwark London Borough Council Sutton London Borough Council Tower Hamlets London Borough Council Waltham Forest London Borough Council Wandsworth London Borough Council Westminster City Council
Birmingham, Cambridge, Nottingham	Midlands and East of England	Bedford Borough Council Birmingham City Council Cambridgeshire County Council Central Bedfordshire Council Coventry City Council Derby City Council Derbyshire County Council Dudley Metropolitan Borough Council Essex County Council Herefordshire Council

		Hertfordshire County Council Leicester City Council Leicestershire County Council Lincolnshire County Council Luton Borough Council Norfolk County Council Northamptonshire County Council Nottingham City Council Nottinghamshire County Council Peterborough City Council Rutland County Council Sandwell Metropolitan Borough Council Shropshire Council Solihull Metropolitan Borough Council Southend-on-Sea Borough Council Staffordshire County Council Stoke-on-Trent City Council Suffolk County Council Telford and Wrekin Council Thurrock Council Walsall Metropolitan Borough Council Warwickshire County Council Wolverhampton City Council Worcestershire County Council
South Tyneside, Leeds	North East	Barnsley Metropolitan Borough Council Calderdale Metropolitan Borough Council City of Bradford Metropolitan District Council City of York Council Darlington Borough Council Doncaster Metropolitan Borough Council Durham County Council East Riding of Yorkshire Council Gateshead Council Hartlepool Borough Council Hull City Council Kirklees Metropolitan Borough Council Leeds City Council Middlesbrough Borough Council Newcastle City Council North East Lincolnshire Council North Lincolnshire Council North Tyneside Council North Yorkshire County Council Northumberland Council Redcar and Cleveland Council Rotherham Metropolitan Borough Council Sheffield City Council South Tyneside Council Stockton Council Sunderland City Council Wakefield Metropolitan District Council
Manchester, Liverpool	North West	Blackburn with Darwen Council Blackpool Council Bolton Metropolitan Borough Council Bury Metropolitan Borough Council Cheshire East Council Cheshire West and Chester Council Cumbria County Council Halton Borough Council Knowsley Metropolitan Borough Council Lancashire County Council Liverpool City Council

		<p>Manchester City Council Oldham Metropolitan Borough Council Rochdale Metropolitan Borough Council Salford City Council Sefton Metropolitan Borough Council St. Helens Metropolitan Borough Council Stockport Metropolitan Borough Council Tameside Metropolitan Borough Council Trafford Metropolitan Borough Council Warrington Borough Council Wigan Metropolitan Borough Council Wirral Borough Council</p>
Brighton, Reading	South East	<p>Bracknell Forest Council Brighton and Hove City Council Buckinghamshire County Council East Sussex County Council Hampshire County Council Isle of Wight Council Kent County Council Medway Council Milton Keynes Council Oxfordshire County Council Portsmouth City Council Reading Borough Council Slough Borough Council Southampton City Council Surrey County Council West Berkshire Council West Sussex County Council Windsor and Maidenhead Borough Council Wokingham Borough Council</p>
Bristol	South West	<p>Bath and North East Somerset Council Bournemouth Borough Council Bristol City Council Cornwall County Council Devon County Council Dorset County Council Gloucestershire County Council North Somerset Council Plymouth City Council Poole Borough Council Somerset County Council South Gloucestershire Council Swindon Borough Council Torbay Council Wiltshire County Council</p>
Cardiff	Wales	<p>Blaenau Gwent County Borough Council Bridgend County Borough Council Caerphilly County Borough Council Carmarthenshire County Council Ceredigion County Council City and County of Swansea Council City of Cardiff Council Conway County Borough Council Denbighshire County Council Flintshire County Council Gwynedd County Council Isle of Anglesey County Council Merthyr Tydfil County Borough Council</p>

		Monmouthshire County Council Neath Port Talbot County Borough Council Newport City Council Pembrokeshire County Council Powys County Council Rhondda Cynon Taff County Borough Council Torfaen County Borough Council Vale of Glamorgan Council Wrexham County Borough Council
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Clinical Negligence Procurement Areas

Below is a list of Procurement Areas for the purposes of the Clinical Negligence ITT.

Region	Procurement Area	Local Authorities included in the Procurement Area
London	London	Barking and Dagenham London Borough Council Barnet London Borough Council Bexley London Borough Council Brent London Borough Council Bromley London Borough Council Camden London Borough Council City of London Corporation Croydon London Borough Council Ealing London Borough Council Enfield London Borough Council Greenwich London Borough Council Hackney London Borough Council Hammersmith & Fulham London Borough Council Haringey London Borough Council Harrow London Borough Council Havering London Borough Council Hillingdon London Borough Council Hounslow London Borough Council Islington London Borough Council Kensington & Chelsea London Borough Council Kingston upon Thames London Borough Council Lambeth London Borough Council Lewisham London Borough Council Merton London Borough Council Newham London Borough Council Redbridge London Borough Council Richmond upon Thames London Borough Council Southwark London Borough Council Sutton London Borough Council Tower Hamlets London Borough Council Waltham Forest London Borough Council Wandsworth London Borough Council Westminster City Council
Birmingham, Cambridge, Nottingham	Midlands and East of England	Bedford Borough Council Birmingham City Council Cambridgeshire County Council Central Bedfordshire Council Coventry City Council Derby City Council Derbyshire County Council Dudley Metropolitan Borough Council Essex County Council Herefordshire Council

		Hertfordshire County Council Leicester City Council Leicestershire County Council Lincolnshire County Council Luton Borough Council Norfolk County Council Northamptonshire County Council Nottingham City Council Nottinghamshire County Council Peterborough City Council Rutland County Council Sandwell Metropolitan Borough Council Shropshire Council Solihull Metropolitan Borough Council Southend-on-Sea Borough Council Staffordshire County Council Stoke-on-Trent City Council Suffolk County Council Telford and Wrekin Council Thurrock Council Walsall Metropolitan Borough Council Warwickshire County Council Wolverhampton City Council Worcestershire County Council
South Tyneside, Leeds	North East	Barnsley Metropolitan Borough Council Calderdale Metropolitan Borough Council City of Bradford Metropolitan District Council City of York Council Darlington Borough Council Doncaster Metropolitan Borough Council Durham County Council East Riding of Yorkshire Council Gateshead Council Hartlepool Borough Council Hull City Council Kirklees Metropolitan Borough Council Leeds City Council Middlesbrough Borough Council Newcastle City Council North East Lincolnshire Council North Lincolnshire Council North Tyneside Council North Yorkshire County Council Northumberland Council Redcar and Cleveland Council Rotherham Metropolitan Borough Council Sheffield City Council South Tyneside Council Stockton Council Sunderland City Council Wakefield Metropolitan District Council
Manchester, Liverpool	North West	Blackburn with Darwen Council Blackpool Council Bolton Metropolitan Borough Council Bury Metropolitan Borough Council Cheshire East Council Cheshire West and Chester Council Cumbria County Council Halton Borough Council Knowsley Metropolitan Borough Council Lancashire County Council Liverpool City Council

		<p>Manchester City Council Oldham Metropolitan Borough Council Rochdale Metropolitan Borough Council Salford City Council Sefton Metropolitan Borough Council St. Helens Metropolitan Borough Council Stockport Metropolitan Borough Council Tameside Metropolitan Borough Council Trafford Metropolitan Borough Council Warrington Borough Council Wigan Metropolitan Borough Council Wirral Borough Council</p>
Brighton, Reading	South East	<p>Bracknell Forest Council Brighton and Hove City Council Buckinghamshire County Council East Sussex County Council Hampshire County Council Isle of Wight Council Kent County Council Medway Council Milton Keynes Council Oxfordshire County Council Portsmouth City Council Reading Borough Council Slough Borough Council Southampton City Council Surrey County Council West Berkshire Council West Sussex County Council Windsor and Maidenhead Borough Council Wokingham Borough Council</p>
Bristol	South West	<p>Bath and North East Somerset Council Bournemouth Borough Council Bristol City Council Cornwall County Council Devon County Council Dorset County Council Gloucestershire County Council North Somerset Council Plymouth City Council Poole Borough Council Somerset County Council South Gloucestershire Council Swindon Borough Council Torbay Council Wiltshire County Council</p>
Cardiff	Wales	<p>Blaenau Gwent County Borough Council Bridgend County Borough Council Caerphilly County Borough Council Carmarthenshire County Council Ceredigion County Council City and County of Swansea Council City of Cardiff Council Conway County Borough Council Denbighshire County Council Flintshire County Council Gwynedd County Council Isle of Anglesey County Council</p>

		Merthyr Tydfil County Borough Council Monmouthshire County Council Neath Port Talbot County Borough Council Newport City Council Pembrokeshire County Council Powys County Council Rhondda Cynon Taff County Borough Council Torfaen County Borough Council Vale of Glamorgan Council Wrexham County Borough Council
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Public Law Procurement Areas

Below is a list of Procurement Areas for the purposes of the Public Law ITT.

Region	Procurement Area	Local Authorities included in the Procurement Area
London	London	Barking and Dagenham London Borough Council Barnet London Borough Council Bexley London Borough Council Brent London Borough Council Bromley London Borough Council Camden London Borough Council City of London Corporation Croydon London Borough Council Ealing London Borough Council Enfield London Borough Council Greenwich London Borough Council Hackney London Borough Council Haringey London Borough Council Harrow London Borough Council Hammersmith & Fulham London Borough Council Havering London Borough Council Hillingdon London Borough Council Hounslow London Borough Council Islington London Borough Council Kensington & Chelsea London Borough Council Kingston upon Thames London Borough Council Lambeth London Borough Council Lewisham London Borough Council Merton London Borough Council Newham London Borough Council Redbridge London Borough Council Richmond upon Thames London Borough Council Southwark London Borough Council Sutton London Borough Council Tower Hamlets London Borough Council Waltham Forest London Borough Council Wandsworth London Borough Council Westminster City Council
Birmingham, Cambridge, Nottingham	Midlands and East of England	Bedford Borough Council Birmingham City Council Cambridgeshire County Council Central Bedfordshire Council Coventry City Council Derby City Council Derbyshire County Council

		Dudley Metropolitan Borough Council Essex County Council Herefordshire Council Hertfordshire County Council Leicester City Council Leicestershire County Council Lincolnshire County Council Luton Borough Council Norfolk County Council Northamptonshire County Council Nottingham City Council Nottinghamshire County Council Peterborough City Council Rutland County Council Sandwell Metropolitan Borough Council Shropshire Council Solihull Metropolitan Borough Council Southend-on-Sea Borough Council Staffordshire County Council Stoke-on-Trent City Council Suffolk County Council Telford and Wrekin Council Thurrock Council Walsall Metropolitan Borough Council Warwickshire County Council Wolverhampton City Council Worcestershire County Council
South Tyneside, Leeds	North East	Barnsley Metropolitan Borough Council Calderdale Metropolitan Borough Council City of Bradford Metropolitan District Council City of York Council Darlington Borough Council Doncaster Metropolitan Borough Council Durham County Council East Riding of Yorkshire Council Gateshead Council Hartlepool Borough Council Hull City Council Kirklees Metropolitan Borough Council Leeds City Council Middlesbrough Borough Council Newcastle City Council North East Lincolnshire Council North Lincolnshire Council North Tyneside Council North Yorkshire County Council Northumberland Council Redcar and Cleveland Council Rotherham Metropolitan Borough Council Sheffield City Council South Tyneside Council Stockton Council Sunderland City Council Wakefield Metropolitan District Council
Manchester, Liverpool	North West	Blackburn with Darwen Council Blackpool Council Bolton Metropolitan Borough Council Bury Metropolitan Borough Council Cheshire East Council Cheshire West and Chester Council Cumbria County Council Halton Borough Council

		Knowsley Metropolitan Borough Council Lancashire County Council Liverpool City Council Manchester City Council Oldham Metropolitan Borough Council Rochdale Metropolitan Borough Council Salford City Council Sefton Metropolitan Borough Council St. Helens Metropolitan Borough Council Stockport Metropolitan Borough Council Tameside Metropolitan Borough Council Trafford Metropolitan Borough Council Warrington Borough Council Wigan Metropolitan Borough Council Wirral Borough Council
Brighton, Reading	South East	Bracknell Forest Council Brighton and Hove City Council Buckinghamshire County Council East Sussex County Council Hampshire County Council Isle of Wight Council Kent County Council Medway Council Milton Keynes Council Oxfordshire County Council Portsmouth City Council Reading Borough Council Slough Borough Council Southampton City Council Surrey County Council West Berkshire Council West Sussex County Council Windsor and Maidenhead Borough Council Wokingham Borough Council
Bristol	South West	Bath and North East Somerset Council Bournemouth Borough Council Bristol City Council Cornwall County Council Devon County Council Dorset County Council Gloucestershire County Council North Somerset Council Plymouth City Council Poole Borough Council Somerset County Council South Gloucestershire Council Swindon Borough Council Torbay Council Wiltshire County Council
Cardiff	Wales	Blaenau Gwent County Borough Council Bridgend County Borough Council Caerphilly County Borough Council Carmarthenshire County Council Ceredigion County Council City and County of Swansea Council City of Cardiff Council Conway County Borough Council Denbighshire County Council Flintshire County Council Gwynedd County Council

		Isle of Anglesey County Council Merthyr Tydfil County Borough Council Monmouthshire County Council Neath Port Talbot County Borough Council Newport City Council Pembrokeshire County Council Powys County Council Rhondda Cynon Taff County Borough Council Torfaen County Borough Council Vale of Glamorgan Council Wrexham County Borough Council
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Education Procurement Areas

Below is a list of Local Authorities and their corresponding Procurement Areas for the purposes of the Education ITT.

Region	Procurement Area	Local Authorities included in the Procurement Area
Birmingham, Nottingham	Cambridge, Midlands and East	Birmingham City Council Stoke-on-Trent City Council Wolverhampton City Council Coventry City Council Dudley Metropolitan Borough Council Herefordshire Council Worcestershire County Council Sandwell Metropolitan Borough Council Shropshire Council Telford & Wrekin Council Solihull Metropolitan Borough Council Staffordshire County Council Walsall Metropolitan Borough Council Warwickshire County Council Bedford Borough Council Central Bedfordshire Council Luton Borough Council Cambridgeshire County Council Peterborough City Council Castle Point Borough Council Colchester Borough Council Maldon District Council Rochford District Council Southend-on-Sea Borough Council Tendring District Council Norfolk County Council East Hertfordshire District Council North Hertfordshire District Council Stevenage Borough Council Welwyn Hatfield Borough Council Broxbourne Borough Council Dacorum Borough Council Hertsmere Borough Council St Albans City and District Council Three Rivers District Council Watford Borough Council Suffolk County Council Basildon Borough Council Braintree District Council

		Brentwood Borough Council Chelmsford City Council Epping Forest District Council Harlow Council Thurrock Council Uttlesford District Council Derby City Council Leicester City Council Broxtowe Borough Council Gedling Borough Council Nottingham City Council Rushcliffe Borough Council Leicestershire County Council Rutland County Council Lincolnshire County Council Bolsover District Council Chesterfield Borough Council Derbyshire Dales District Council High Peak Borough Council North East Derbyshire District Council Ashfield District Council Bassetlaw District Council Mansfield District Council Newark and Sherwood District Council Northamptonshire County Council Amber Valley Borough Council Erewash Borough Council South Derbyshire District Council
Bristol, Cardiff	South West and Wales	Bournemouth Borough Council Poole Borough Council Bristol City Council North Somerset Council South Gloucestershire Council Plymouth City Council Cornwall County Council Devon County Council Torbay Council Dorset County Council Gloucestershire County Council Bath and North East Somerset Council Somerset County Council Swindon Borough Council Wiltshire County Council Bridgend County Borough Council City of Cardiff Council Vale of Glamorgan Council Ceredigion County Council Powys County Council City and County of Swansea Council Neath Port Talbot County Borough Council Denbighshire County Council Flintshire County Council Wrexham County Borough Council Conwy County Borough Council Gwynedd County Council Isle of Anglesey County Council Merthyr Tydfil County Borough Council Rhondda Cynon Taff County Borough Council Blaenau Gwent County Borough Council Caerphilly County Borough Council

		Monmouthshire County Council Newport City Council Torfaen County Borough Council Carmarthenshire County Council Pembrokeshire County Council
Leeds, South Tyneside, Liverpool, Manchester	North	Barnsley Metropolitan Borough Council City of Bradford Metropolitan District Council Calderdale Metropolitan Borough Council Hull City Council Doncaster Metropolitan Borough Council East Riding of Yorkshire Council Kirklees Metropolitan Borough Council Leeds City Council North East Lincolnshire Council North Lincolnshire Council City of York Council North Yorkshire County Council Rotherham Metropolitan Borough Council Sheffield City Council Wakefield Metropolitan District Council Darlington Borough Council Durham County Council Gateshead Council Hartlepool Borough Council Middlesbrough Borough Council Newcastle City Council North Tyneside Council Northumberland County Council Redcar & Cleveland Council South Tyneside Council Stockton Council Sunderland City Council Knowsley Metropolitan Borough Council Liverpool City Council Sefton Metropolitan Borough Council St Helens Metropolitan Borough Council Wirral Borough Council Bolton Metropolitan Borough Council Bury Metropolitan Borough Council Cheshire East Council Cheshire West and Chester Council Cumbria County Council Blackburn with Darwen Council Burnley Borough Council Hyndburn Borough Council Pendle Borough Council Ribble Valley Borough Council Rossendale Borough Council Manchester City Council Oldham Metropolitan Borough Council Rochdale Metropolitan Borough Council Salford City Council Stockport Metropolitan Borough Council Tameside Metropolitan Borough Council Trafford Metropolitan Borough Council Halton Borough Council Warrington Borough Council Blackpool Council Chorley Borough Council Fylde Borough Council

		Lancaster City Council Preston City Council South Ribble Borough Council West Lancashire Borough Council Wyre Council Wigan Metropolitan Borough Council
London, Brighton, Reading	London and South East	Barking and Dagenham London Borough Council Barnet London Borough Council Bexley London Borough Council Brent London Borough Council Bromley London Borough Council Camden London Borough Council Westminster City Council Croydon London Borough Council Ealing London Borough Council Enfield London Borough Council Greenwich London Borough Council City of London Corporation Hackney London Borough Council Hammersmith & Fulham London Borough Council Haringey London Borough Council Harrow London Borough Council Havering London Borough Council Hillingdon London Borough Council Hounslow London Borough Council Islington London Borough Council Kensington & Chelsea London Borough Council Kingston upon Thames London Borough Council Richmond upon Thames London Borough Council Lambeth London Borough Council Lewisham London Borough Council Merton London Borough Council Sutton London Borough Council Newham London Borough Council Redbridge London Borough Council Southwark London Borough Council Tower Hamlets London Borough Council Waltham Forest London Borough Council Wandsworth London Borough Council Bracknell Forest Council Reading Borough Council Slough Borough Council West Berkshire Council Windsor and Maidenhead Borough Council Wokingham Borough Council Buckinghamshire County Council Milton Keynes Council Hampshire County Council Oxfordshire County Council Isle of Wight Council Portsmouth City Council Southampton City Council East Sussex County Council Ashford Borough Council Maidstone Borough Council Sevenoaks District Council Tonbridge and Malling Borough Council Tunbridge Wells Borough Council Dartford Borough Council Gravesham Borough Council

		Medway Council Swale Borough Council Surrey County Council Brighton and Hove City Council Canterbury City Council Dover District Council Shepway District Council Thanet District Council West Sussex County Council
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Discrimination Procurement Areas

Below is a list of Local Authorities and their corresponding Procurement Areas for the purposes of the Discrimination ITT

Region	Procurement Area	Local Authorities included in the Procurement Area
Birmingham, Nottingham	Cambridge, Midlands and East	Birmingham City Council Stoke-on-Trent City Council Wolverhampton City Council Coventry City Council Dudley Metropolitan Borough Council Herefordshire Council Worcestershire County Council Sandwell Metropolitan Borough Council Shropshire Council Telford & Wrekin Council Solihull Metropolitan Borough Council Staffordshire County Council Walsall Metropolitan Borough Council Warwickshire County Council Bedford Borough Council Central Bedfordshire Council Luton Borough Council Cambridgeshire County Council Peterborough City Council Castle Point Borough Council Colchester Borough Council Maldon District Council Rochford District Council Southend-on-Sea Borough Council Tendring District Council Norfolk County Council East Hertfordshire District Council North Hertfordshire District Council Stevenage Borough Council Welwyn Hatfield Borough Council Broxbourne Borough Council Dacorum Borough Council Hertsmere Borough Council St Albans City and District Council Three Rivers District Council Watford Borough Council Suffolk County Council Basildon Borough Council Braintree District Council Brentwood Borough Council

		Chelmsford City Council Epping Forest District Council Harlow Council Thurrock Council Uttlesford District Council Derby City Council Leicester City Council Broxtowe Borough Council Gedling Borough Council Nottingham City Council Rushcliffe Borough Council Leicestershire County Council Rutland County Council Lincolnshire County Council Bolsover District Council Chesterfield Borough Council Derbyshire Dales District Council High Peak Borough Council North East Derbyshire District Council Ashfield District Council Bassetlaw District Council Mansfield District Council Newark and Sherwood District Council Northamptonshire County Council Amber Valley Borough Council Erewash Borough Council South Derbyshire District Council
Bristol, Cardiff	South West and Wales	Bournemouth Borough Council Poole Borough Council Bristol City Council North Somerset Council South Gloucestershire Council Plymouth City Council Cornwall County Council Devon County Council Torbay Council Dorset County Council Gloucestershire County Council Bath and North East Somerset Council Somerset County Council Swindon Borough Council Wiltshire County Council Bridgend County Borough Council City of Cardiff Council Vale of Glamorgan Council Ceredigion County Council Powys County Council City and County of Swansea Council Neath Port Talbot County Borough Council Denbighshire County Council Flintshire County Council Wrexham County Borough Council Conwy County Borough Council Gwynedd County Council Isle of Anglesey County Council Merthyr Tydfil County Borough Council Rhondda Cynon Taff County Borough Council Blaenau Gwent County Borough Council Caerphilly County Borough Council Monmouthshire County Council

		Newport City Council Torfaen County Borough Council Carmarthenshire County Council Pembrokeshire County Council
Leeds, South Tyneside, Liverpool, Manchester	North	Barnsley Metropolitan Borough Council City of Bradford Metropolitan District Council Calderdale Metropolitan Borough Council Hull City Council Doncaster Metropolitan Borough Council East Riding of Yorkshire Council Kirklees Metropolitan Borough Council Leeds City Council North East Lincolnshire Council North Lincolnshire Council City of York Council North Yorkshire County Council Rotherham Metropolitan Borough Council Sheffield City Council Wakefield Metropolitan District Council Darlington Borough Council Durham County Council Gateshead Council Hartlepool Borough Council Middlesbrough Borough Council Newcastle City Council North Tyneside Council Northumberland County Council Redcar & Cleveland Council South Tyneside Council Stockton Council Sunderland City Council Knowsley Metropolitan Borough Council Liverpool City Council Sefton Metropolitan Borough Council St Helens Metropolitan Borough Council Wirral Borough Council Bolton Metropolitan Borough Council Bury Metropolitan Borough Council Cheshire East Council Cheshire West and Chester Council Cumbria County Council Blackburn with Darwen Council Burnley Borough Council Hyndburn Borough Council Pendle Borough Council Ribble Valley Borough Council Rossendale Borough Council Manchester City Council Oldham Metropolitan Borough Council Rochdale Metropolitan Borough Council Salford City Council Stockport Metropolitan Borough Council Tameside Metropolitan Borough Council Trafford Metropolitan Borough Council Halton Borough Council Warrington Borough Council Blackpool Council Chorley Borough Council Fylde Borough Council Lancaster City Council

		Preston City Council South Ribble Borough Council West Lancashire Borough Council Wyre Council Wigan Metropolitan Borough Council
London, Brighton, Reading	London and South East	Barking and Dagenham London Borough Council Barnet London Borough Council Bexley London Borough Council Brent London Borough Council Bromley London Borough Council Camden London Borough Council Westminster City Council Croydon London Borough Council Ealing London Borough Council Enfield London Borough Council Greenwich London Borough Council City of London Corporation Hackney London Borough Council Hammersmith & Fulham London Borough Council Haringey London Borough Council Harrow London Borough Council Havering London Borough Council Hillingdon London Borough Council Hounslow London Borough Council Islington London Borough Council Kensington & Chelsea London Borough Council Kingston upon Thames London Borough Council Richmond upon Thames London Borough Council Lambeth London Borough Council Lewisham London Borough Council Merton London Borough Council Sutton London Borough Council Newham London Borough Council Redbridge London Borough Council Southwark London Borough Council Tower Hamlets London Borough Council Waltham Forest London Borough Council Wandsworth London Borough Council Bracknell Forest Council Reading Borough Council Slough Borough Council West Berkshire Council Windsor and Maidenhead Borough Council Wokingham Borough Council Buckinghamshire County Council Milton Keynes Council Hampshire County Council Oxfordshire County Council Isle of Wight Council Portsmouth City Council Southampton City Council East Sussex County Council Ashford Borough Council Maidstone Borough Council Sevenoaks District Council Tonbridge and Malling Borough Council Tunbridge Wells Borough Council Dartford Borough Council Gravesham Borough Council Medway Council

		Swale Borough Council Surrey County Council Brighton and Hove City Council Canterbury City Council Dover District Council Shepway District Council Thanet District Council West Sussex County Council
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ANNEX B: ITT QUESTIONS AND ASSESSMENT

ITT Questions and Assessment – Family ITT

Section A – Bid details

	Question	Response Type
Note	<p>Applicants tendering to deliver Contract Work under a 2018 Contract must submit a response to the Selection Questionnaire (ITT_856) in addition to this ITT</p> <p>When completing your ITT Response you should save your work regularly.</p> <p>If you are logged onto the eTendering system but do not use it for 15 minutes, the eTendering system will notify you through a 'pop up'. So that you can see this and click the 'Refresh' link in this 'pop up', please ensure that 'pop ups' are NOT blocked on your browser so you are not disconnected from the eTendering system and do not lose any unsaved information.</p> <p>Do not use the 'Back' or 'Forward' buttons on your browser; you could potentially lose your work. Please use the links on the eTendering system to navigate.</p>	
A.1.i	Please confirm the Procurement Area in which this Office is (or will be) based	Options List
Note	Where the Applicant indicates that it is tendering to deliver Contract Work from multiple Offices, it will then be required to enter the relevant details as applicable for a second Office. It will then be asked to indicate whether it wishes to deliver work from another Office and give the details, and so on for up to 10 Offices. Where an Applicant wishes to tender to deliver Contract Work from more than 10 Offices, it must contact the LAA in accordance with paragraph 4.8 of the IFA.	
A.1.ii	Is the Applicant intending to deliver Contract Work in this Category of Law from another Office?	Options List: Yes No
A.1.iii	Please enter the Office address (excluding postcode) from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a	Free text

	Tender. If you do not yet know the address of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC'. This information must be provided by 23.59 on 10 May 2023	
A.1.iv	Please enter the Office postcode for the Office from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the postcode of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC' This information must be provided by 23.59 on 10 May 2023.	Free text
A.1.v	<p>If the Applicant currently delivers legal aid contract work from this Office please enter the LAA Account Number for this Office.</p> <p>LAA Account Numbers are alphanumeric and are 6 characters long, e.g. 1A234B and can be found on the Applicant's current LAA Contract Schedule documentation.</p> <p>Where you do not currently have LAA Account Number for this Office please enter 'N/A'.</p>	Free text
A.2.i	Please confirm the Lot the Applicant wishes to deliver from this Office	Options List: Licensed Work only Lot 1 - 20 Matter Starts Lot 2 - 100 Matter Starts Lot 3 - 250 Matter Starts

Section B – Miscellaneous Contract Work

	Question	Response Type
NOTE	In this section the Applicant may tender for Matter Starts to undertake compensation claims for victims of human trafficking and/or modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO.	

B.1.i	Does the Applicant wish to receive an allocation of Matter Starts to undertake compensation claims for victims of human trafficking and modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO?	Options List: Yes No (please go to Section C)
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Section C – Verification Information

Note	Verification information In accordance with paragraphs 7.1 and 7.2 of the IFA, Applicants are encouraged to submit compliant verification information with their ITT Response or, if this is not possible, must submit compliant verification information no later than 23.59 on 10 May 2023. This consists of a compliant: <ul style="list-style-type: none"> • SRA number, BSB number or CILEx Regulation ID • Lexcel Certificate or SQM Certificate, valid at the Contract Start Date • Supervisor Declaration Form for each Supervisor named in an Applicant's Individual Bid • Any relevant Category-specific verification set out in Annex C of the ITT IFA 	
	Question	Response Type
C.1.i	Does the Applicant wish to provide verification of their SRA Number, BSB Number or CILEx Regulation ID with their ITT Response?	Options list: Yes (please answer C.1.ii) No- (please answer C.2.i)
C.1.ii	Please provide the Applicant Organisation's SRA Number, BSB Number or CILEx Regulation ID	Free Text

	<p>Where the Applicant is currently not authorised, please answer “TBC”</p> <p>If your organisation does not require authorisation from a Relevant Professional Body under the Legal Services Act 2007 because transitional arrangements apply, please enter N/A.</p>	
C.2.i	Does the Applicant wish to provide verification of their Quality Standard with their ITT Response?	<p>Options list:</p> <p>Yes (please answer C.2.ii)</p> <p>No (please answer</p>
C.2.ii	Please provide the Applicant’s verification of Quality Standard, the Lexcel Certificate or SQM Certificate, valid at the Contract Start Date	Attachment
C.3.i	Does the Applicant wish to provide verification of their Supervisor(s) with their ITT Response?	<p>Options list:</p> <p>Yes (please answer C.1.ii)</p> <p>No (please answer C.4.i)</p>
C.3.ii	<p>The Applicant must employ at least one FTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Family Category of Law.</p> <p>Please provide at least one compliant Supervisor Declaration Form for each Supervisor in the Family Category of Law.</p> <p>Where an Applicant wishes to submit more than one Supervisor Declaration Form for one or more of its Individual Bids, the completed Supervisor Declaration Forms must be merged into a single document and the single document uploaded as an attachment.</p>	Attachment

C.4.i	Where the Applicant is a New Entrant, does the Applicant wish to provide a personal guarantee and indemnity with their ITT Response?	Options list: Yes (please answer C.4.ii) No (please go to section C.5.i) N/A – Applicant does not have limited liability or is a current 2018 Provider and has already signed a personal guarantee and indemnity (please go to section C.5.i)
C.4.ii	Please attach a completed personal guarantee and indemnity	Attachment
C.5.i	Where applying for a new Office, does the Applicant wish to provide an AC1 form and supporting documents with their ITT?	Options List: Yes (please answer C.5.ii) No (please go to Section D) N/A – not applying for a new Office (please go to Section D)

C.5.ii	<p>Please attach a completed AC1 form and supporting documents</p> <p>Please note that the AC1 form and supporting documents must be merged into a single document and the single document uploaded into the eTendering system</p>	Attachment
Note	Requirements for Applicants submitting Individual Bids for Lot 3 only	
C.6.i	<p>Does the Applicant wish to provide verification to support their Lot 3 Individual Bid with their ITT?</p> <p>If you have not applied for Lot 3 please enter N/A.</p>	<p>Options List:</p> <p>Yes (please answer C.6.ii)</p> <p>No (please go to Section D)</p> <p>N/A (please go to Section D)</p>
C.6.ii	<p>The Applicant will employ at least one PTE member of staff based and regularly working at the Office related to the Individual Bid and who is:</p> <ul style="list-style-type: none"> • a member of the Law Society's Children Law Accreditation Scheme; or • a member of the Law Society's Family Law Advanced Accreditation Scheme (having passed the "violence in the home" module or previously held adult party representative status on the Children Law Accreditation Scheme); or • a Resolution Accredited Specialist in Domestic Abuse. <p>Please provide evidence of the PTE Membership of one of the schemes</p>	Attachment

Section D – Warranties and Declaration

By completing and submitting this ITT Response, the Applicant confirms that it will meet the following requirements by the Contract Start Date to be awarded a 2018 Contract and confirms it will evidence that it meets these requirements either at time of tender or by 23:59 on 10 May 2023:

Legal Aid Agency – Civil Contracts from September 2018 ITT IFA V.2

- be authorised by a Relevant Professional Body. For the avoidance of doubt this does not preclude non-solicitor entities from applying. Individuals applying to hold the 2018 Contract must have all necessary licences and authorisations to conduct Contract Work; and
- hold a relevant Quality Standard; and
- employ at least one Full Time Equivalent (FTE) Supervisor who meets the Family Supervisor Standard and who will actively supervise the Family Contract Work tendered for; and
- meet the one FTE Supervisor: four FTE caseworkers ratio at each Office from which it is tendering to deliver Family Contract Work; and
- have an Office that is a Permanent Presence in the Procurement Area(s) in which it is tendering to deliver Family Contract Work; and
- Where tendering for Lot 3, employ at least one Part Time Equivalent individual who is based and regularly working at the Office related to the Individual Bid and who is:
 - a member of the Law Society's Children Law Accreditation Scheme; or
 - a member of the Law Society's Family Law Advanced Accreditation Scheme (having passed the "violence in the home" module or previously held adult party representative status on the Children Law Accreditation Scheme); or
 - a Resolution Accredited Specialist in Domestic Abuse.

By completing and submitting this ITT Response I give my undertaking that I am an individual authorised to make this submission on behalf of the Applicant and that the answers submitted in this ITT Response are correct. I understand that the information will be used in the process to assess the Applicant's suitability to be offered Contract Work.

I understand that the LAA may conduct verification checks and may reject this ITT Response if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way. I understand the LAA will verify my Tender and I will be required to evidence the information and warranties in this ITT Response by 23.59 on 10 May 2023.

	Question	Response Type
D.1	Name of the individual making declaration on behalf of the Applicant	Free text
D.2	Status within the Applicant organisation	Free text

ITT Questions and Assessment – Housing, Debt and Welfare Benefits ITT

Section A – Bid details

	Question	Response Type
Note	<p>Applicants tendering to deliver Contract Work under a 2018 Contract must submit a response to the Selection Questionnaire (ITT_856) in addition to this ITT</p> <p>When completing your ITT Response you should save your work regularly.</p> <p>If you are logged onto the eTendering system but do not use it for 15 minutes, the eTendering system will notify you through a 'pop up'. So that you can see this and click the 'Refresh' link in this 'pop up', please ensure that 'pop ups' are NOT blocked on your browser so you are not disconnected from the eTendering system and do not lose any unsaved information.</p> <p>Do not use the 'Back' or 'Forward' buttons on your browser; you could potentially lose your work. Please use the links on the eTendering system to navigate.</p>	
A.1.i	Please confirm the Procurement Area in which this Office is (or will be) based	Options List
Note	<p>Where the Applicant indicates that it is tendering to deliver Contract Work from multiple Offices, it will then be required to enter the relevant details as applicable for a second Office. It will then be asked to indicate whether it wishes to deliver work from another Office and give the details, and so on for up to 10 Offices. Where an Applicant wishes to tender to deliver Contract Work from more than 10 Offices, it must contact the LAA in accordance with paragraph 4.8 of the IFA.</p>	
A.1.ii	Is the Applicant intending to deliver Contract Work in this Category of Law from another Office?	Options list: Yes No
A.1.iii	Please enter the Office address (excluding postcode) from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender.	Free text

	If you do not yet know the address of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC'. This information must be provided by 23.59 on 10 May 2023	
A.1.iv	Please enter the Office postcode for the Office from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the postcode of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC' This information must be provided by 23.59 on 10 May 2023.	Free text
A.1.v	If the Applicant currently delivers legal aid contract work from this Office please enter the LAA Account Number for this Office. LAA Account Numbers are alphanumeric and are 6 characters long, e.g. 1A234B and can be found on the Applicant's current LAA Contract Schedule documentation. Where you do not currently have LAA Account Number for this Office please enter 'N/A'.	Free text
A.2.i	Please confirm the Lot the Applicant wishes to deliver from this Office	Options List: Lot 1 – 100 Matter Starts (Answer A.2.ii as applicable) Lot 2 – 250 Matter Starts (Answer A.2.ii)
A.2.ii	Does the Applicant additionally wish to tender for Welfare Benefits Contract Work from this Office? Applicants tendering to deliver Welfare Benefits Contract Work will need to evidence as part of verification that they will meet the additional Welfare Benefits requirements by 23.59 on 10 May 2023. The additional requirements are detailed in the Information For Applicants and are included in the Warranties and Declaration section of this ITT.	Options List: Yes No

Section B – Miscellaneous Contract Work

	Question	Response Type
NOTE	In this section the Applicant may tender for Matter Starts to undertake compensation claims for victims of human trafficking and/or modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO.	
B.1.i	Does the Applicant wish to receive an allocation of Matter Starts to undertake compensation claims for victims of human trafficking and modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO?	Options List: Yes No (please go to Section C)

Section C – Verification Information

Note	Verification information In accordance with paragraphs 7.1 and 7.2 of the IFA, Applicants are encouraged to submit compliant verification information with their ITT Response or, if this is not possible, must submit compliant verification information no later than 23.59 on 10 May 2023. This consists of a compliant: <ul style="list-style-type: none"> • SRA number, BSB number or CILEx Regulation ID • Lexcel Certificate or SQM Certificate, valid at the Contract Start Date • Supervisor Declaration Form for each Supervisor named in an Applicant's Individual Bid • Authorised Litigator name and roll number • Any relevant Category-specific verification set out in Annex C of the ITT IFA 	
	Question	Response Type

C.1.i	Does the Applicant wish to provide verification of their SRA Number, BSB Number or CILEx Regulation ID with their ITT Response?	Options list: Yes (please answer C.1.ii) No- (please answer C.2.i)
C.1.ii	Please provide the Applicant Organisation's SRA Number, BSB Number or CILEx Regulation ID Where the Applicant is currently not authorised, please answer "TBC" If your organisation does not require authorisation from a Relevant Professional Body under the Legal Services Act 2007 because transitional arrangements apply, please enter N/A.	Free Text
C.2.i	Does the Applicant wish to provide verification of their Quality Standard with their ITT Response?	Options list: Yes (please answer C.2.ii) No (please answer
C.2.ii	Please provide the Applicant's verification of Quality Standard, the Lexcel Certificate or SQM Certificate, valid at the Contract Start Date	Attachment
C.3.i	Does the Applicant wish to provide verification of their Supervisor(s) with their ITT Response?	Options list: Yes (please answer C.1.ii) No (please answer C.4.i)
C.3.ii	Please provide at least one compliant Supervisor Declaration Form for each Supervisor in the Housing and Debt, Category of Law.	Attachment

	<p>The Applicant must employ at least one FTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Housing and Debt Category of Law.</p> <p>Where an Applicant wishes to submit more than one Supervisor Declaration Form for one or more of its Individual Bids, the completed Supervisor Declaration Forms must be merged into a single document and the single document uploaded as an attachment.</p>	
C.4.i	Does the Applicant wish to provide verification of their PTE Authorised Litigator with their ITT Response?	<p>Options list:</p> <p>Yes (please answer C.4.ii)</p> <p>No (please go to section C.5.i)</p>
C.4.ii	Please provide the Authorised Litigator's name and roll number	Free text
C.5.i	Where the Applicant is a New Entrant, does the Applicant wish to provide a personal guarantee and indemnity with their ITT Response?	<p>Options list:</p> <p>Yes (please answer C.5.ii)</p> <p>No (please go to section C.6.i)</p> <p>N/A – Applicant does not have limited liability or is a current 2018 Provider and has already signed a personal guarantee and indemnity (please go to section C.6.i)</p>

C.5.ii	Please attach a completed personal guarantee and indemnity	Attachment
C.6.i	Where applying for a new Office, does the Applicant wish to provide an AC1 form and supporting documents with their ITT?	Options List: Yes (please answer C.6.ii) No (please go to Section D) N/A – not applying for a new Office (please go to Section D)
C.6.ii	Please attach a completed AC1 form and supporting documents Please note that the AC1 form and supporting documents must be merged into a single document and the single document uploaded into the eTendering system	Attachment
Note	Requirements for Applicants submitting Individual Bids for Lot 2 only	
Note	The Applicant must employ an Authorised Litigator with experience of delivering Housing cases who is based and regularly working at the Office related to the Individual Bid on at least a PTE basis.	
C.7.i	Does the Applicant wish to provide verification to support their Lot 2 Individual Bid with their ITT? Where you have not tendered for Lot 2, please answer N/A	Options list: Yes (please answer C.7.ii) No (please go to Section D or C.8.i as applicable) N/A

C.7.ii	Please provide the Authorised Litigator's name and roll with experience of delivering Housing cases who is based and regularly working at the Office related to the Individual Bid on at least a PTE basis	Free text
Note	Requirements for Applicants submitting Individual Bids for Welfare Benefits	
C.8.i	Does the Applicant wish to provide verification for Welfare Benefits? If you have not tendered for Welfare Benefits please enter N/A	Options List: Yes (please answer question C.8.ii) No (please go to Section D) N/A (please go to Section D)
C.8.ii	Does the Applicant wish to provide verification of their Supervisor(s) with their ITT Response?	Options List: Yes (please answer question C.8.iii) No (please answer questions C.9.i)
C.8.iii	Please provide at least one compliant Supervisor Declaration Form for each Supervisor in the Welfare Benefits Category of Law. The Applicant must employ at least one PTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Welfare Benefits Category of Law.	Attachment

	Where an Applicant wishes to submit more than one Supervisor Declaration Form for one or more of its Individual Bids, the completed Supervisor Declaration Forms must be merged into a single document and the single document uploaded as an attachment.	
C.9.i	Does the Applicant wish to provide verification of having access to an Authorised Litigator with their ITT Response?	Options list: Yes (please answer C.9.ii) No (please go to Section D)
C.9.ii	Please provide the Authorised Litigator's name and roll number an Authorised Litigator with experience of delivering Welfare Benefits cases	Free text

Section D – Warranties and Declaration

By completing and submitting this ITT Response, the Applicant confirms that it will meet the following requirements by the Contract Start Date to be awarded a 2018 Contract and confirms it will evidence that it meets these requirements either at time of tender or by 23:59 on 10 May 2023:

- be authorised by a Relevant Professional Body. For the avoidance of doubt this does not preclude non-solicitor entities from applying. Individuals applying to hold the 2018 Contract must have all necessary licences and authorisations to conduct Contract Work; and
- hold a relevant Quality Standard; and
- employ at least one Full Time Equivalent (FTE) Supervisor who meets the Housing and Debt Supervisor Standard and who will actively supervise the Housing and Debt Contract Work tendered for; and
- meet the one FTE Supervisor: four FTE caseworkers ratio at each Office from which it is tendering to deliver Housing and Debt, and where applicable, Welfare Benefits Contract Work; and
- have an Office that is a Permanent Presence in the Procurement Area(s) in which it is tendering to deliver Housing and Debt, and where applicable, Welfare Benefits Contract Work; and

- employs at least one PTE Authorised Litigator with experience of delivering Housing and Debt cases; and
- Where tendering for Lot 2, employs an Authorised Litigator with experience of delivering Housing cases who is based and regularly working at the Office related to the Individual Bid on at least a PTE basis.
- Where tendering for Welfare Benefits
 - employs at least one PTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Welfare Benefits Category of Law; and
 - has access to an Authorised Litigator with experience of delivering Welfare Benefits cases.

By completing and submitting this ITT Response I give my undertaking that I am an individual authorised to make this submission on behalf of the Applicant and that the answers submitted in this ITT Response are correct. I understand that the information will be used in the process to assess the Applicant's suitability to be offered Contract Work.

I understand that the LAA may conduct verification checks and may reject this ITT Response if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way. I understand the LAA will verify my Tender and I will be required to evidence the information and warranties in this ITT Response by 23.59 on 10 May 2023.

	Question	Response Type
D.1	Name of the individual making declaration on behalf of the Applicant	Free text
D.2	Status within the Applicant organisation	Free text

ITT Questions and Assessment – Immigration and Asylum ITT

Section A – Bid details

	Question	Response Type
Note	<p>Applicants tendering to deliver Contract Work under a 2018 Contract must submit a response to the Selection Questionnaire (ITT_856) in addition to this ITT</p> <p>When completing your ITT Response you should save your work regularly.</p> <p>If you are logged onto the eTendering system but do not use it for 15 minutes, the eTendering system will notify you through a 'pop up'. So that you can see this and click the 'Refresh' link in this 'pop up', please ensure that 'pop ups' are NOT blocked on your browser so you are not disconnected from the eTendering system and do not lose any unsaved information.</p> <p>Do not use the 'Back' or 'Forward' buttons on your browser; you could potentially lose your work. Please use the links on the eTendering system to navigate.</p>	
A.1.i	<p>Is the Applicant:</p> <ul style="list-style-type: none"> • a current 2018 contract holder; and • who currently has authorisation to deliver Immigration and Asylum Contract Work from the Office(s) from which it intends to bid as part of this procurement process; and • who wishes to tender to deliver IRC Contract Work only as part of this procurement process? 	<p>Options list:</p> <p>Yes (please answer A.1.ii)</p> <p>No (please answer question A.2.i)</p>
A.1.ii	<p>Please provide the LAA Account Number of the Office from which you wish to deliver IRC Contract Work</p> <p>Applicants must note that the LAA will check its records to confirm that they are eligible to bid to deliver IRC Contract Work by meeting the minimum contract requirements to do so. Where this is not the case, the LAA may reject any Individual Bid to deliver IRC Contract Work.</p>	Free text
A.1.iii	What type of Contract Work does the Applicant wish to deliver at IRCs?	Options list:

		DDAS Contract Work (please answer A.4.ii)
		DDAS and DAC Contract Work (please answer A.4.ii)
A.2.i	Please confirm the Procurement Area in which this Office is (or will be) based	Options List
Note	Where the Applicant indicates that it is tendering to deliver Contract Work from multiple Offices, it will then be required to enter the relevant details as applicable for a second Office. It will then be asked to indicate whether it wishes to deliver work from another Office and give the details, and so on for up to 10 Offices. Where an Applicant wishes to tender to deliver Contract Work from more than 10 Offices, it must contact the LAA in accordance with paragraph 4.8 of the IFA.	
A.2.ii	Is the Applicant intending to deliver Contract Work in this Category of Law from another Office?	Options list: Yes No
A.2.iii	Please enter the Office address (excluding postcode) from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the address of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC'. This information must be provided by 23.59 on 10 May 2023	Free text
A.2.iv	Please enter the Office postcode for the Office from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the postcode of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC' This information must be provided by 23.59 on 10 May 2023.	Free text
A.2.v	If the Applicant currently delivers legal aid contract work from this Office please enter the LAA Account Number for this Office. LAA Account Numbers are alphanumeric and are 6 characters long, e.g. 1A234B and can be found on the Applicant's current LAA Contract Schedule documentation.	Free text

	Where you do not currently have LAA Account Number for this Office please enter 'N/A'.	
A.3.i	Please confirm the Lot the Applicant wishes to deliver from this Office	Options List: Lot 1 – 150 Matter Starts Lot 2a - 300 Matter Starts Lot 2b - 300 Matter Starts

NOTE	Contract Work in an IRC setting An Applicant will not be eligible to tender to deliver Immigration and Asylum Contract Work in an IRC setting where; - it bids in Lot 1 only under this procurement process; or - it is not a 2018 Contract Provider with authorisation to deliver Immigration and Asylum Contract Work and who does not already meet the higher Lot requirements	
A.4.i	Does the Applicant wish to tender to join IRC Rota(s) from any of its Offices?	Options list: Yes (Answer A.4.ii- A.4.v as applicable) No
NOTE	DDAS Rota – Bids in Lot 2a and 2b	
A.4.ii	Is the Applicant:	Options list: Yes (Answer A.4.iii)

	<ul style="list-style-type: none"> - submitting at least one Immigration and Asylum Individual Bid which is above Lot 1 as part of this procurement process, which will qualify them to tender for the relevant DDAS Rota; or - a current 2018 Contract Provider with authorisation to deliver Immigration and Asylum Contract Work and who already meets the higher Lot requirements, which will qualify them to tender for the relevant DDAS Rota? 	No
A.4.iii	Please confirm the IRC Rota(s) the Applicant wishes to join to deliver DDAS Contract Work	Multi choice: Brook House IRC Colnbrook IRC Derwentside IRC Harmondsworth IRC Tinsley House IRC Yarl's Wood IRC
NOTE	DAC Rota – Bids in Lot 2b only	
A.4.iv	Is the Applicant: <ul style="list-style-type: none"> - submitting at least one Immigration and Asylum Individual Bid which is above Lot 1 as part of this procurement process, which will qualify them to tender for the relevant DAC Rota; or - a current 2018 Contract Provider with authorisation to deliver Immigration and Asylum Contract Work and who already meets the higher Lot requirements, which will qualify them to tender for the relevant DAC Rota? 	Yes (Answer A.4.v) No
A.4.v	Please confirm the IRC Rota(s) the Applicant wishes to join to deliver DAC Contract Work	Multi choice: Derwentside IRC

		Gatwick Combined (Brook House and Tinsley House IRCs) Heathrow Combined (Harmondsworth and Colnbrook IRCs) Yarl's Wood IRC
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Section B – Miscellaneous Contract Work

	Question	Response Type
NOTE	In this section the Applicant may tender for Matter Starts to undertake compensation claims for victims of human trafficking and/or modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO.	
B.1.i	Does the Applicant wish to receive an allocation of Matter Starts to undertake compensation claims for victims of human trafficking and modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO?	Options List: Yes No (please go to Section C)

Section C – Verification Information

Note	Verification information In accordance with paragraphs 7.1 and 7.2 of the IFA, Applicants are encouraged to submit compliant verification information with their ITT Response or, if this is not possible, must submit compliant verification information no later than 23.59 on 10 May 2023. This consists of a compliant:
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	<ul style="list-style-type: none"> • SRA number, BSB number, CILEx Regulation ID or OISC Reference • Lexcel Certificate or SQM Certificate, valid at the Contract Start Date • Supervisor Declaration Form for each Supervisor named in an Applicant's Individual Bid • Authorised Litigator name and roll number • Any relevant Category-specific verification set out in Annex C of the ITT IFA 	
	Question	Response Type
C.1.i	Does the Applicant wish to provide verification of their SRA Number, BSB Number, CILEx Regulation ID or OISC Reference with their ITT Response?	Options list: Yes (please answer C.1.ii) No- (please answer C.2.i)
C.1.ii	Please provide the Applicant Organisation's SRA Number, BSB Number or CILEx Regulation ID Where the Applicant is currently not authorised, please answer "TBC" If your organisation does not require authorisation from a Relevant Professional Body under the Legal Services Act 2007 because transitional arrangements apply, please enter N/A.	Free Text
C.2.i	Does the Applicant wish to provide verification of their Quality Standard with their ITT Response?	Options list: Yes (please answer C.2.ii) No (please answer

C.2.ii	Please provide the Applicant's verification of Quality Standard, the Lexcel Certificate or SQM Certificate, valid at the Contract Start Date	Attachment
C.3.i	Does the Applicant wish to provide verification of their Supervisor(s) with their ITT Response?	Options list: Yes (please answer C.1.ii) No (please answer C.4.i)
C.3.ii	Please provide at least one compliant Supervisor Declaration Form for each Supervisor in the Immigration and Asylum Category of Law. The Applicant must employ at least one FTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Immigration and Asylum Category of Law. Where an Applicant wishes to submit more than one Supervisor Declaration Form for one or more of its Individual Bids, the completed Supervisor Declaration Forms must be merged into a single document and the single document uploaded as an attachment.	Attachment
C.4.i	Where the Applicant is a New Entrant, does the Applicant wish to provide a personal guarantee and indemnity with their ITT Response?	Options list: Yes (please answer C.4.ii) No (please go to section C.5.i) N/A – Applicant does not have limited liability or is a current 2018

		Provider and has already signed a personal guarantee and indemnity (please go to section C.5.i)
C.4.ii	Please attach a completed personal guarantee and indemnity	Attachment
C.5.i	Where applying for a new Office, does the Applicant wish to provide an AC1 form and supporting documents with their ITT?	Options List: Yes (please answer C.5.ii) No (please go to Section D) N/A – not applying for a new Office (please go to Section D)
C.5.ii	Please attach a completed AC1 form and supporting documents Please note that the AC1 form and supporting documents must be merged into a single document and the single document uploaded into the eTendering system	Attachment
Note	Requirements for Applicants submitting Individual Bids for Lot 2a and/or 2b	
NOTE	The Applicant must be able and willing to conduct the full range of licensed work in the Immigration and Asylum Category of Law. All of the Applicant's caseworkers delivering the Immigration and Asylum Contract Work must be accredited by the Law Society's IAAS.	

	Where the Applicant is regulated by OISC, the LAA may require the Applicant to submit further information to demonstrate that they are permitted to carry out “reserved legal activities” and therefore able to conduct the full range of Licensed Work in the Immigration and Asylum Category of Law.	
C.6.i	Does the Applicant wish to provide verification to support their Lot 2a and/or 2b Individual Bid by submitting the name of the individual(s) employed at the Office from which the Applicant is tendering that are accredited by the Law Society’s Immigration and Asylum Accreditation Scheme (IAAS) with their ITT?	Options List: Yes (please answer C.6.ii) No (please go to Section C.7.i)
C.6.ii	Please provide the name of the individual(s) employed at the Office from which the Applicant is tendering that are accredited by the Law Society IAAS.	Free text
NOTE	The Applicant must be able and willing to deliver Contract Work in the Immigration and Asylum Category of Law for detained clients in accordance with the terms of the 2018 Contract including that all Contract Work for clients detained at an IRC must be conducted by an individual accredited to IAAS Senior Caseworker level or above.	
C.7.i	Does the Applicant wish to provide verification to support their Lot 2a and/or 2b Individual Bid by submitting verification information relating to individuals that are accredited to IAAS Senior Caseworkers or above?	Options List: Yes (please answer C.7.ii) No (please go to Section C.8.i)
C.7.ii	Please provide the name of the individual(s) employed at the Office from which the Applicant is tendering that are accredited to IAAS Senior Caseworker level or above and will be deployed to delivering Contract Work at the IRC	Free text
C.7.iii	Please provide the certificate(s) of accreditation which is valid at Contract Start Date for the individual(s) employed at the Office from which the Applicant is tendering that are accredited to IAAS Senior Caseworker level or above and will be deployed to delivering Contract Work at the IRC.	Attachment

	Where an Applicant wishes to submit more than one certificate of accreditation these must be merged into a single document and the single document uploaded as an attachment.	
NOTE	By the Contract Start Date the Applicant must, if tendering to deliver Contract Work at an IRC housing women (currently Yarl's Wood and Derwentside IRCs), employ at least one PTE female caseworker who is IAAS accredited to at least the level of Senior Caseworker and who can be deployed to deliver this service if requested.	
C.8.i	Does the Applicant wish to provide verification to support their Lot 2a and/or 2b Individual Bid by submitting verification information relating to employing at least one PTE female caseworker who is IAAS accredited to at least the level of Senior Caseworker and who can be deployed to deliver this service if requested?	Options List: Yes (please answer C.7.ii) No (please go to Section C.9.i or Section D as applicable) N/A (please go to Section C.9.i or Section D as applicable)
C.8.ii	Please provide the name of the individual(s) that comprise the PTE female staff member	Free text
C.8.iii	Please provide the certificate(s) of accreditation which is valid at Contract Start Date for the individual(s) that comprise the PTE staff member	Attachment
NOTE	Requirements for Applicants submitting Individual Bids for 2b only	
NOTE	By the Contract Start Date the Applicant must employ an FTE who is an IAAS accredited Advanced Caseworker at the Office related to the Individual Bid to deliver DAC Contract Work	
C.9.i	Does the Applicant wish to provide verification to support their Lot 2b Individual Bid by submitting verification information relating to individuals that are accredited to IAAS Advanced Caseworkers level?	Yes (please answer C.7.ii)

		No (please go to Section D)
C.9.ii	Please provide the name of the individual(s) employed at the Office from which the Applicant is tendering that are accredited to IAAS Advanced Caseworker level.	Free text
C.9.iii	<p>Please provide the certificate(s) of accreditation which is valid at Contract Start Date for the individual(s) employed at the Office from which the Applicant is tendering that are accredited to IAAS Advanced Caseworker level.</p> <p>Where an Applicant wishes to submit more than one certificate of accreditation these must be merged into a single document and the single document uploaded as an attachment.</p>	Attachment

Section D – Warranties and Declaration

By completing and submitting this ITT Response, the Applicant confirms that it will meet the following requirements by the Contract Start Date to be awarded a 2018 Contract and confirms it will evidence that it meets these requirements either at time of tender or by 23:59 on 10 May 2023:

- be authorised by a Relevant Professional Body. For the avoidance of doubt this does not preclude non-solicitor entities from applying. Individuals applying to hold the 2018 Contract must have all necessary licences and authorisations to conduct Contract Work; and
- hold a relevant Quality Standard; and
- employ at least one Full Time Equivalent (FTE) Supervisor who meets the Immigration and Asylum Supervisor Standard and who will actively supervise the Immigration and Asylum Contract Work tendered for; and
- meet the one FTE Supervisor: four FTE caseworkers ratio at each Office from which it is tendering to deliver Immigration and Asylum Contract Work; and
- have an Office that is a Permanent Presence in the Procurement Area(s) in which it is tendering to deliver Immigration and Asylum Contract Work; and all caseworkers delivering the Immigration and Asylum Contract Work are accredited by the Law Society's Immigration and Asylum Accreditation Scheme (IAAS); and

- where it is tendering for Lot 2a or Lot 2b the Office from which it is tendering to deliver Immigration and Asylum Contract Work has at least one FTE IAAS Senior Caseworker employed for every two employed IAAS Trainee Caseworker Assistant/Casework Assistant FTE caseworkers; and
- where it is tendering for Lot 2a, employ an FTE individual who is an IAAS accredited Advanced Caseworker at the Office related to the Individual Bid; and
- where it is tendering for Lot 2a or Lot 2b is able and willing to undertake the full range of Controlled Work and Licensed Work in the Immigration and Asylum Category of Law; and
- (where applicable) are able and willing to deliver Immigration and Asylum Contract Work for detained clients in accordance with the terms of the 2018 Contract including that all Contract Work for clients detained at an IRC must be conducted by an individual accredited to IAAS Senior Caseworker level or above; and
- (where applicable for IRCs housing women) employ at least one PTE female IAAS accredited Senior Caseworker (or Advanced Caseworker) staff member who can be deployed to delivering this service if requested; and
- (where applicable) be able and willing to apply for Exceptional Case Funding on behalf of a client and if funding is granted to take on the case.

By completing and submitting this ITT Response I give my undertaking that I am an individual authorised to make this submission on behalf of the Applicant and that the answers submitted in this ITT Response are correct. I understand that the information will be used in the process to assess the Applicant's suitability to be offered Contract Work.

I understand that the LAA may conduct verification checks and may reject this ITT Response if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way. I understand the LAA will verify my Tender and I will be required to evidence the information and warranties in this ITT Response by 23.59 on 10 May 2023.

	Question	Response Type
D.1	Name of the individual making declaration on behalf of the Applicant	Free text
D.2	Status within the Applicant organisation	Free text

ITT Questions and Assessment – Mental Health ITT

Section A – Bid details

	Question	Response Type
Note	<p>Applicants tendering to deliver Contract Work under a 2018 Contract must submit a response to the Selection Questionnaire (ITT_856) in addition to this ITT</p> <p>When completing your ITT Response you should save your work regularly.</p> <p>If you are logged onto the eTendering system but do not use it for 15 minutes, the eTendering system will notify you through a 'pop up'. So that you can see this and click the 'Refresh' link in this 'pop up', please ensure that 'pop ups' are NOT blocked on your browser so you are not disconnected from the eTendering system and do not lose any unsaved information.</p> <p>Do not use the 'Back' or 'Forward' buttons on your browser; you could potentially lose your work. Please use the links on the eTendering system to navigate.</p>	
A.1.i	Please confirm the Procurement Area in which this Office is (or will be) based	Multi choice: Midlands and East North South and South East South West Wales
Note	<p>Where the Applicant indicates that it is tendering to deliver Contract Work from multiple Offices, it will then be required to enter the relevant details as applicable for a second Office. It will then be asked to indicate whether it wishes to deliver work from another Office and give the details, and so on for up to 5 Offices. Where an Applicant wishes to tender to deliver Contract Work from more than 5 Offices, it must contact the LAA in accordance with paragraph 4.8 of the IFA.</p>	
A.1.ii	Is the Applicant intending to deliver Contract Work in this Category of Law from another Office?	Yes

		No
A.1.iii	Please enter the Office address (excluding postcode) from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the address of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC'. This information must be provided by 23.59 on 10 May 2023	Free text
A.1.iv	Please enter the Office postcode for the Office from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the postcode of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC' This information must be provided by 23.59 on 10 May 2023.	Free text
A.1.v	<p>If the Applicant currently delivers legal aid contract work from this Office please enter the LAA Account Number for this Office.</p> <p>LAA Account Numbers are alphanumeric and are 6 characters long, e.g. 1A234B and can be found on the Applicant's current LAA Contract Schedule documentation.</p> <p>Where you do not currently have LAA Account Number for this Office please enter 'N/A'.</p>	Free text
A.1.vi	Will the Applicant's Office in this Procurement Area be a Permanent Presence or an Alternative Arrangement as defined in the 2018 Contract?	Options List: Permanent Presence Alternative Arrangement
A.2.i	Please confirm the Lot the Applicant wishes to deliver from this Procurement Area	Options List: Lot 1 - 100 Matter Starts Lot 2 – 300 Matter Starts Lot 3 – 500 Matter Starts

Section B – Miscellaneous Contract Work

	Question	Response Type
NOTE	In this section the Applicant may tender for Matter Starts to undertake compensation claims for victims of human trafficking and/or modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO.	
B.1.i	Does the Applicant wish to receive an allocation of Matter Starts to undertake compensation claims for victims of human trafficking and modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO?	Options List: Yes No (please go to Section C)

Section C – Verification Information

Note	Verification information In accordance with paragraphs 7.1 and 7.2 of the IFA, Applicants are encouraged to submit compliant verification information with their ITT Response or, if this is not possible, must submit compliant verification information no later than 23.59 on 10 May 2023. This consists of a compliant: <ul style="list-style-type: none"> • SRA number, BSB number or CILEx Regulation ID • Lexcel Certificate or SQM Certificate, valid at the Contract Start Date • Supervisor Declaration Form for each Supervisor named in an Applicant's Individual Bid • Authorised Litigator name and roll number • Any relevant Category-specific verification set out in Annex C of the ITT IFA 	
	Question	Response Type

C.1.i	Does the Applicant wish to provide verification of their SRA Number, BSB Number or CILEx Regulation ID with their ITT Response?	Options list: Yes (please answer C.1.ii) No- (please answer C.2.i)
C.1.ii	Please provide the Applicant Organisation's SRA Number, BSB Number or CILEx Regulation ID Where the Applicant is currently not authorised, please answer "TBC" If your organisation does not require authorisation from a Relevant Professional Body under the Legal Services Act 2007 because transitional arrangements apply, please enter N/A.	Free Text
C.2.i	Does the Applicant wish to provide verification of their Quality Standard with their ITT Response?	Options list: Yes (please answer C.2.ii) No (please answer
C.2.ii	Please provide the Applicant's verification of Quality Standard, the Lexcel Certificate or SQM Certificate, valid at the Contract Start Date	Attachment
C.3.i	Does the Applicant wish to provide verification of their Supervisor(s) with their ITT Response?	Options list: Yes (please answer C.3.ii) No (please answer C.4.i)

C.3.ii	<p>Please provide at least one compliant Supervisor Declaration Form for each Supervisor in the Mental Health Category of Law.</p> <p>The Applicant must employ at least one FTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Mental Health Category of Law.</p> <p>Where an Applicant wishes to submit more than one Supervisor Declaration Form for one or more of its Individual Bids, the completed Supervisor Declaration Forms must be merged into a single document and the single document uploaded as an attachment.</p>	Attachment
C.4.i	Does the Applicant wish to provide verification of their Authorised Litigator with their ITT Response?	Options list: Yes (please answer C.4.ii) No (please answer C.5.i)
C.4.ii	Please provide the Authorised Litigator's name and roll number	Free text
C.5.i	Where the Applicant is a New Entrant, does the Applicant wish to provide a personal guarantee and indemnity with their ITT Response?	Options list: Yes (please answer C.5.ii) No (please go to section C.6.i) N/A – Applicant does not have limited liability or is a current 2018 Provider and

		has already signed a personal guarantee and indemnity (please go to section C.6.i)
C.5.ii	Please attach a completed personal guarantee and indemnity	Attachment
C.6.i	Where applying for a new Office, does the Applicant wish to provide an AC1 form and supporting documents with their ITT?	Options List: Yes (please answer C.6.ii) No (please go to Section D) N/A – not applying for a new Office (please go to Section D)
C.6.ii	Please attach a completed AC1 form and supporting documents Please note that the AC1 form and supporting documents must be merged into a single document and the single document uploaded into the eTendering system	Attachment
Note	Requirement for Applicants submitting Individual Bids for Lot 1 only	
Note	The Applicant must have at least 1 FTE member of the Law Society's Mental Health Accreditation Scheme	
C.7.i	Does the Applicant wish to provide verification of employing 1 FTE member of the Law Society's Mental Health Accreditation Scheme with their ITT Response?	Options list:

		Yes (please answer C.7.ii) No (please answer C.8.i or C.9.i as applicable)
C.7.ii	Please provide certificate(s) of accreditation which is valid at 1 September 2023 for the individual(s) that comprise the 1 FTE	Attachment
Note	Requirement for Applicants submitting Individual Bids for Lot 2 only	
Note	The Applicant must have at least 2 FTE members of the Law Society's Mental Health Accreditation Scheme	
C.8.i	Does the Applicant wish to provide verification of employing 2 FTE member of the Law Society's Mental Health Accreditation Scheme with their ITT Response?	Options list: Yes (please answer C.8.ii) No (please answer C.9.i as applicable)
C.6.ii	Please provide certificate(s) of accreditation which is valid at 1 September 2023 for the individuals that comprise the 2 FTE	Attachment
Note	Requirement for Applicants submitting Individual Bids for Lot 3 only	
Note	The Applicant must have at least 3 FTE members of the Law Society's Mental Health Accreditation Scheme	

C.9.i	Does the Applicant wish to provide verification of employing 3 FTE member of the Law Society's Mental Health Accreditation Scheme with their ITT Response?	Options list: Yes (please answer C.9.ii) No (please to go Section D)
C.9.ii	Please provide certificate(s) of accreditation which is valid at 1 September 2023 for the individuals that comprise the 3 FTE	Attachment

Section D - Warranties and Declaration

By completing and submitting this ITT Response, the Applicant confirms that it will meet the following requirements by the Contract Start Date to be awarded a 2018 Contract and confirms it will evidence that it meets these requirements either at time of tender or by 23:59 on 10 May 2023:

- be authorised by a Relevant Professional Body. For the avoidance of doubt this does not preclude non-solicitor entities from applying. Individuals applying to hold the 2018 Contract must have all necessary licences and authorisations to conduct Contract Work; and
- hold a relevant Quality Standard; and
- employ at least one Full Time Equivalent (FTE) Supervisor who meets the Mental Health Supervisor Standard and who will actively supervise the Mental Health Contract Work tendered for; and
- meet the one FTE Supervisor: four FTE caseworkers ratio at each Office from which it is tendering to deliver Mental Health Contract Work; and
- have an Office in England or Wales that meets the Permanent Presence definition and in each Procurement Area from which it tenders the Applicant will have an Office which meets the Permanent Presence or Alternative Arrangements definition; and

- employ an Authorised Litigator with experience of delivering Mental Health cases who will be available to each of the Procurement Areas it is contracted to provide services in to deliver Licensed Work; and
- Where it is tendering for Lot 1, will have at least 1 FTE member of the Law Society's Mental Health Accreditation Scheme in each Procurement Area in which they bid in this Lot; and
- Where it is tendering for Lot 2, will have at least 2 FTE members of the Law Society's Mental Health Accreditation Scheme in each Procurement Area in which they bid in this Lot; and
- Where it is tendering for Lot 3, will have at least 3 FTE members of the Law Society's Mental Health Accreditation Scheme in each Procurement Area in which they bid in this Lot;

By completing and submitting this ITT Response I give my undertaking that I am an individual authorised to make this submission on behalf of the Applicant and that the answers submitted in this ITT Response are correct. I understand that the information will be used in the process to assess the Applicant's suitability to be offered Contract Work.

I understand that the LAA may conduct verification checks and may reject this ITT Response if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way. I understand the LAA will verify my Tender and I will be required to evidence the information and warranties in this ITT Response by 23.59 on 10 May 2023.

	Question	Response Type
D.1	Name of the individual making declaration on behalf of the Applicant	Free text
D.2	Status within the Applicant organisation	Free text

ITT Questions and Assessment – Community Care ITT

Section A – Bid details

	Question	Response Type
Note	<p>Applicants tendering to deliver Contract Work under a 2018 Contract must submit a response to the Selection Questionnaire (ITT_856) in addition to this ITT</p> <p>When completing your ITT Response you should save your work regularly.</p> <p>If you are logged onto the eTendering system but do not use it for 15 minutes, the eTendering system will notify you through a 'pop up'. So that you can see this and click the 'Refresh' link in this 'pop up', please ensure that 'pop ups' are NOT blocked on your browser so you are not disconnected from the eTendering system and do not lose any unsaved information.</p> <p>Do not use the 'Back' or 'Forward' buttons on your browser; you could potentially lose your work. Please use the links on the eTendering system to navigate.</p>	
A.1.i	Please confirm the Procurement Area in which this Office is (or will be) based	<p>Options list:</p> <ul style="list-style-type: none"> West Midlands Eastern East Midlands London South West Wales Yorkshire & Humberside South

		North East Merseyside North West South East
Note	Where the Applicant indicates that it is tendering to deliver Contract Work from multiple Offices, it will then be required to enter the relevant details as applicable for a second Office. It will then be asked to indicate whether it wishes to deliver work from another Office and give the details, and so on for up to 5 Offices. Where an Applicant wishes to tender to deliver Contract Work from more than 5 Offices, it must contact the LAA in accordance with paragraph 4.8 of the IFA.	
A.1.ii	Is the Applicant intending to deliver Contract Work in this Category of Law from another Office?	Options list: Yes No
A.1.iii	Please enter the Office address (excluding postcode) from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the address of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC'. This information must be provided by 23.59 on 10 May 2023	Free text
A.1.iv	Please enter the Office postcode for the Office from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the postcode of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC' This information must be provided by 23.59 on 10 May 2023.	Free text
A.1.v	If the Applicant currently delivers legal aid contract work from this Office please enter the LAA Account Number for this Office. LAA Account Numbers are alphanumeric and are 6 characters long, e.g. 1A234B and can be found on the Applicant's current LAA Contract Schedule documentation. Where you do not currently have LAA Account Number for this Office please enter 'N/A'.	Free text

Section B – Miscellaneous Contract Work

	Question	Response Type
NOTE	In this section the Applicant may tender for Matter Starts to undertake compensation claims for victims of human trafficking and/or modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO.	
B.1.i	Does the Applicant wish to receive an allocation of Matter Starts to undertake compensation claims for victims of human trafficking and modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO?	Options List: Yes No (please go to Section C)

Section C – Verification information

Note	Verification information In accordance with paragraphs 7.1 and 7.2 of the IFA, Applicants are encouraged to submit compliant verification information with their ITT Response or, if this is not possible, must submit compliant verification information no later than 23.59 on 10 May 2023. This consists of a compliant: <ul style="list-style-type: none"> • SRA number, BSB number or CILEx Regulation ID • Lexcel Certificate or SQM Certificate, valid at the Contract Start Date • Supervisor Declaration Form for each Supervisor named in an Applicant's Individual Bid • Authorised Litigator name and roll number • Any relevant Category-specific verification set out in Annex C of the ITT IFA 	
	Question	Response Type

C.1.i	Does the Applicant wish to provide verification of their SRA Number, BSB Number or CILEx Regulation ID with their ITT Response?	Options list: Yes (please answer C.1.ii) No- (please answer C.2.i)
C.1.ii	Please provide the Applicant Organisation's SRA Number, BSB Number or CILEx Regulation ID Where the Applicant is currently not authorised, please answer "TBC" If your organisation does not require authorisation from a Relevant Professional Body under the Legal Services Act 2007 because transitional arrangements apply, please enter N/A.	Free Text
C.2.i	Does the Applicant wish to provide verification of their Quality Standard with their ITT Response?	Options list: Yes (please answer C.2.ii) No (please answer
C.2.ii	Please provide the Applicant's verification of Quality Standard, the Lexcel Certificate or SQM Certificate, valid at the Contract Start Date	Attachment
C.3.i	Does the Applicant wish to provide verification of their Supervisor(s) with their ITT Response?	Options list: Yes (please answer C.3.ii) No (please answer C.4.i)

C.3.ii	<p>Please provide at least one compliant Supervisor Declaration Form for each Supervisor in the Community Care Category of Law.</p> <p>The Applicant must employ at least one FTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Community Care Category of Law.</p> <p>Where an Applicant wishes to submit more than one Supervisor Declaration Form for one or more of its Individual Bids, the completed Supervisor Declaration Forms must be merged into a single document and the single document uploaded as an attachment.</p>	Attachment
C.4.i	Does the Applicant wish to provide verification of their Authorised Litigator with their ITT Response?	Options list: Yes (please answer C.4.ii) No (please answer C.5.i)
C.4.ii	Please provide the Authorised Litigator's name and roll number	Free Text
C.5.i	Where the Applicant is a New Entrant, does the Applicant wish to provide a personal guarantee and indemnity with their ITT Response?	Options list: Yes (please answer C.5.ii) No (please go to section C.6.i) N/A – Applicant does not have limited liability or is a current 2018 Provider and has

		already signed a personal guarantee and indemnity (please go to section C.6.i)
C.5.ii	Please attach a completed personal guarantee and indemnity	Attachment
C.6.i	Where applying for a new Office, does the Applicant wish to provide an AC1 form and supporting documents with their ITT?	Options List: Yes (please answer C.5.ii) No (please go to Section D) N/A – not applying for a new Office (please go to Section D)
C.6.ii	Please attach a completed AC1 form and supporting documents Please note that the AC1 form and supporting documents must be merged into a single document and the single document uploaded into the eTendering system	Attachment

Section D - Warranties and Declaration

By completing and submitting this ITT Response, the Applicant confirms that it will meet the following requirements by the Contract Start Date to be awarded a 2018 Contract and confirms it will evidence that it meets these requirements either at time of tender or by 23:59 on 10 May 2023:

- be authorised by a Relevant Professional Body. For the avoidance of doubt this does not preclude non-solicitor entities from applying. Individuals applying to hold the 2018 Contract must have all necessary licences and authorisations to conduct Contract Work by the Contract Start Date; and
- hold a relevant Quality Standard; and
- employ at least one Full Time Equivalent (FTE) Supervisor who meets the Community Care Supervisor Standard and who will actively supervise the Community Care Contract Work tendered for; and
- meet the one FTE Supervisor: four FTE caseworkers at each Office from which it is tendering to deliver Community Care Contract Work; and
- Each Office will be a Permanent Presence in the Procurement Area in which it is tendering to deliver Community Care Contract Work; and
- employ at least a Part Time Equivalent (PTE) Authorised Litigator with experience of delivering Community Care cases who will be available to each of its Offices to deliver Licensed Work.

By completing and submitting this ITT Response I give my undertaking that I am an individual authorised to make this submission on behalf of the Applicant and that the answers submitted in this ITT Response are correct. I understand that the information will be used in the process to assess the Applicant's suitability to be offered Contract Work.

I understand that the LAA may conduct verification checks and may reject this ITT Response if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way. I understand the LAA will verify my Tender and I will be required to evidence the information and warranties in this ITT Response by 23.59 on 10 May 2023.

	Question	Response Type
D.1	Name of the individual making declaration on behalf of the Applicant	Free text
D.2	Status within the Applicant organisation	Free text

ITT Questions and Assessment – Claims Against Public Authorities ITT

Section A – Bid details

	Question	Response Type
Note	<p>Applicants tendering to deliver Contract Work under a 2018 Contract must submit a response to the Selection Questionnaire (ITT_856) in addition to this ITT</p> <p>When completing your ITT Response you should save your work regularly.</p> <p>If you are logged onto the eTendering system but do not use it for 15 minutes, the eTendering system will notify you through a 'pop up'. So that you can see this and click the 'Refresh' link in this 'pop up', please ensure that 'pop ups' are NOT blocked on your browser so you are not disconnected from the eTendering system and do not lose any unsaved information.</p> <p>Do not use the 'Back' or 'Forward' buttons on your browser; you could potentially lose your work. Please use the links on the eTendering system to navigate.</p>	
A.1.i	Please confirm the Procurement Area in which this Office is (or will be) based	<p>Options list:</p> <p>London</p> <p>Midlands and East of England</p> <p>North East</p> <p>North West</p> <p>South East</p> <p>South West</p> <p>Wales</p>
Note	<p>Where the Applicant indicates that it is tendering to deliver Contract Work from multiple Offices, it will then be required to enter the relevant details as applicable for a second Office. It will then be asked to indicate whether it wishes to deliver work from another</p>	

	Office and give the details, and so on for up to 5 Offices. Where an Applicant wishes to tender to deliver Contract Work from more than 5 Offices, it must contact the LAA in accordance with paragraph 4.8 of the IFA.	
A.1.ii	Is the Applicant intending to deliver Contract Work in this Category of Law from another Office?	Options list: Yes No
A.1.iii	Please enter the Office address (excluding postcode) from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the address of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC'. This information must be provided by 23.59 on 10 May 2023	Free text
A.1.iv	Please enter the Office postcode for the Office from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the postcode of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC' This information must be provided by 23.59 on 10 May 2023.	Free text
A.1.v	<p>If the Applicant currently delivers legal aid contract work from this Office please enter the LAA Account Number for this Office.</p> <p>LAA Account Numbers are alphanumeric and are 6 characters long, e.g. 1A234B and can be found on the Applicant's current LAA Contract Schedule documentation.</p> <p>Where you do not currently have LAA Account Number for this Office please enter 'N/A'.</p>	Free text

Section B – Miscellaneous Contract Work

	Question	Response Type
NOTE	In this section the Applicant may tender for Matter Starts to undertake compensation claims for victims of human trafficking and/or modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO.	

B.1.i	Does the Applicant wish to receive an allocation of Matter Starts to undertake compensation claims for victims of human trafficking and modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO?	Options List: Yes No (please go to Section C)
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Section C – Verification information

Note	Verification information In accordance with paragraphs 7.1 and 7.2 of the IFA, Applicants are encouraged to submit compliant verification information with their ITT Response or, if this is not possible, must submit compliant verification information no later than 23.59 on 10 May 2023. This consists of a compliant: <ul style="list-style-type: none"> • SRA number, BSB number or CILEx Regulation ID • Lexcel Certificate or SQM Certificate, valid at the Contract Start Date • Supervisor Declaration Form for each Supervisor named in an Applicant's Individual Bid • Authorised Litigator name and roll number • Any relevant Category-specific verification set out in Annex C of the ITT IFA 	
	Question	Response Type
C.1.i	Does the Applicant wish to provide verification of their SRA Number, BSB Number or CILEx Regulation ID with their ITT Response?	Options list: Yes (please answer C.1.ii) No- (please answer C.2.i)

C.1.ii	<p>Please provide the Applicant Organisation's SRA Number, BSB Number or CILEx Regulation ID</p> <p>Where the Applicant is currently not authorised, please answer "TBC"</p> <p>If your organisation does not require authorisation from a Relevant Professional Body under the Legal Services Act 2007 because transitional arrangements apply, please enter N/A.</p>	Free Text
C.2.i	Does the Applicant wish to provide verification of their Quality Standard with their ITT Response?	Options list: Yes (please answer C.2.ii) No (please answer
C.2.ii	Please provide the Applicant's verification of Quality Standard, the Lexcel Certificate or SQM Certificate, valid at the Contract Start Date	Attachment
C.3.i	Does the Applicant wish to provide verification of their Supervisor(s) with their ITT Response?	Options list: Yes (please answer C.3.ii) No (please answer C.4.i)
C.3.ii	<p>Please provide at least one compliant Supervisor Declaration Form for each Supervisor in the Claims Against Public Authorities Category of Law.</p> <p>The Applicant must employ at least one PTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Claims Against Public Authorities Category of Law.</p>	Attachment

	Where an Applicant wishes to submit more than one Supervisor Declaration Form for one or more of its Individual Bids, the completed Supervisor Declaration Forms must be merged into a single document and the single document uploaded as an attachment.	
C.4.i	Does the Applicant wish to provide verification of their Authorised Litigator with their ITT Response?	Options list: Yes (please answer C.4.ii) No (please answer C.5.i)
C.4.ii	Please provide the Authorised Litigator's name and roll number	Free Text
C.5.i	Where the Applicant is a New Entrant, does the Applicant wish to provide a personal guarantee and indemnity with their ITT Response?	Options list: Yes (please answer C.5.ii) No (please go to section C.6.i) N/A – Applicant does not have limited liability or is a current 2018 Provider and has already signed a personal guarantee and indemnity (please go to section C.6.i)

C.5.ii	Please attach a completed personal guarantee and indemnity	Attachment
C.6.i	Where applying for a new Office, does the Applicant wish to provide an AC1 form and supporting documents with their ITT?	Options List: Yes (please answer C.5.ii) No (please go to Section D) N/A – not applying for a new Office (please go to Section D)
C.6.ii	Please attach a completed AC1 form and supporting documents Please note that the AC1 form and supporting documents must be merged into a single document and the single document uploaded into the eTendering system	Attachment

Section D - Warranties and Declaration

By completing and submitting this ITT Response, the Applicant confirms that it will meet the following requirements by the Contract Start Date to be awarded a 2018 Contract and confirms it will evidence that it meets these requirements either at time of tender or by 23:59 on 10 May 2023:

- be authorised by a Relevant Professional Body. For the avoidance of doubt this does not preclude non-solicitor entities from applying. Individuals applying to hold the 2018 Contract must have all necessary licences and authorisations to conduct Contract Work by the Contract Start Date; and
- hold a relevant Quality Standard; and

- employ at least one Part Time Equivalent (PTE) Supervisor who meets the Claims Against Public Authorities Supervisor Standard and who will actively supervise the Claims Against Public Authorities Contract Work tendered for; and
- meet the one PTE Supervisor: two FTE caseworkers at each Office from which it is tendering to deliver Claims Against Public Authorities Contract Work; and
- Each Office will be at least Part Time Presence in the Procurement Area in which it is tendering to deliver Claims Against Public Authorities Contract Work; and
- employ at least a Part Time Equivalent (PTE) Authorised Litigator with experience of delivering Claims Against Public Authorities cases who will be available to each of its Offices to deliver Licensed Work.

By completing and submitting this ITT Response I give my undertaking that I am an individual authorised to make this submission on behalf of the Applicant and that the answers submitted in this ITT Response are correct. I understand that the information will be used in the process to assess the Applicant's suitability to be offered Contract Work.

I understand that the LAA may conduct verification checks and may reject this ITT Response if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way. I understand the LAA will verify my Tender and I will be required to evidence the information and warranties in this ITT Response by 23.59 on 10 May 2023.

	Question	Response Type
D.1	Name of the individual making declaration on behalf of the Applicant	Free text
D.2	Status within the Applicant organisation	Free text

ITT Questions and Assessment – Clinical Negligence ITT

Section A – Bid details

	Question	Response Type
Note	<p>Applicants tendering to deliver Contract Work under a 2018 Contract must submit a response to the Selection Questionnaire (ITT_856) in addition to this ITT</p> <p>When completing your ITT Response you should save your work regularly.</p> <p>If you are logged onto the eTendering system but do not use it for 15 minutes, the eTendering system will notify you through a 'pop up'. So that you can see this and click the 'Refresh' link in this 'pop up', please ensure that 'pop ups' are NOT blocked on your browser so you are not disconnected from the eTendering system and do not lose any unsaved information.</p> <p>Do not use the 'Back' or 'Forward' buttons on your browser; you could potentially lose your work. Please use the links on the eTendering system to navigate.</p>	
A.1.i	Please confirm the Procurement Area in which this Office is (or will be) based	<p>Options list:</p> <p>London</p> <p>Midlands and East of England</p> <p>North East</p> <p>North West</p> <p>South East</p> <p>South West</p> <p>Wales</p>

Note	Where the Applicant indicates that it is tendering to deliver Contract Work from multiple Offices, it will then be required to enter the relevant details as applicable for a second Office. It will then be asked to indicate whether it wishes to deliver work from another Office and give the details, and so on for up to 5 Offices. Where an Applicant wishes to tender to deliver Contract Work from more than 5 Offices, it must contact the LAA in accordance with paragraph 4.8 of the IFA.	
A.1.ii	Is the Applicant intending to deliver Contract Work in this Category of Law from another Office?	Options list: Yes No
A.1.iii	Please enter the Office address (excluding postcode) from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the address of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC'. This information must be provided by 23.59 on 10 May 2023	Free text
A.1.iv	Please enter the Office postcode for the Office from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the postcode of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC' This information must be provided by 23.59 on 10 May 2023.	Free text
A.1.v	If the Applicant currently delivers legal aid contract work from this Office please enter the LAA Account Number for this Office. LAA Account Numbers are alphanumeric and are 6 characters long, e.g. 1A234B and can be found on the Applicant's current LAA Contract Schedule documentation. Where you do not currently have LAA Account Number for this Office please enter 'N/A'.	Free text

Section B – Miscellaneous Contract Work

	Question	Response Type
NOTE	In this section the Applicant may tender for Matter Starts to undertake compensation claims for victims of human trafficking and/or modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO.	

B.1.i	Does the Applicant wish to receive an allocation of Matter Starts to undertake compensation claims for victims of human trafficking and modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO?	Options List: Yes No (please go to Section C)
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Section C – Verification information

Note	Verification information In accordance with paragraphs 7.1 and 7.2 of the IFA, Applicants are encouraged to submit compliant verification information with their ITT Response or, if this is not possible, must submit compliant verification information no later than 23.59 on 10 May 2023. This consists of a compliant: <ul style="list-style-type: none"> • SRA number, BSB number or CILEx Regulation ID • Lexcel Certificate or SQM Certificate, valid at the Contract Start Date • Supervisor Declaration Form for each Supervisor named in an Applicant's Individual Bid • Any relevant Category-specific verification set out in Annex C of the ITT IFA 	
	Question	Response Type
C.1.i	Does the Applicant wish to provide verification of their SRA Number, BSB Number or CILEx Regulation ID with their ITT Response?	Options list: Yes (please answer C.1.ii) No- (please answer C.2.i)
C.1.ii	Please provide the Applicant Organisation's SRA Number, BSB Number or CILEx Regulation ID	Free Text

	Where the Applicant is currently not authorised, please answer “TBC” If your organisation does not require authorisation from a Relevant Professional Body under the Legal Services Act 2007 because transitional arrangements apply, please enter N/A.	
C.2.i	Does the Applicant wish to provide verification of their Quality Standard with their ITT Response?	Options list: Yes (please answer C.2.ii) No (please answer
C.2.ii	Please provide the Applicant’s verification of Quality Standard, the Lexcel Certificate or SQM Certificate, valid at the Contract Start Date	Attachment
C.3.i	Does the Applicant wish to provide verification of their Supervisor(s) with their ITT Response?	Options list: Yes (please answer C.3.ii) No (please answer C.4.i)
C.3.ii	Please provide at least one compliant Supervisor Declaration Form for each Supervisor in the Clinical Negligence Category of Law. The Applicant must employ at least one PTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Clinical Negligence Category of Law. Where an Applicant wishes to submit more than one Supervisor Declaration Form for one or more of its Individual Bids, the completed Supervisor Declaration Forms must be merged into a single document and the single document uploaded as an attachment.	Attachment

C.4.i	Where the Applicant is a New Entrant, does the Applicant wish to provide a personal guarantee and indemnity with their ITT Response?	Options list: Yes (please answer C.4.ii) No (please go to section C.5.i) N/A – Applicant does not have limited liability or is a current 2018 Provider and has already signed a personal guarantee and indemnity (please go to section C.5.i)
C.4.ii	Please attach a completed personal guarantee and indemnity	Attachment
C.5.i	Where applying for a new Office, does the Applicant wish to provide an AC1 form and supporting documents with their ITT?	Options List: Yes (please answer C.5.ii) No (please go to Section D) N/A – not applying for a new Office (please go to Section D)

C.5.ii	<p>Please attach a completed AC1 form and supporting documents</p> <p>Please note that the AC1 form and supporting documents must be merged into a single document and the single document uploaded into the eTendering system</p>	Attachment
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Section D - Warranties and Declaration

By completing and submitting this ITT Response, the Applicant confirms that it will meet the following requirements by the Contract Start Date to be awarded a 2018 Contract and confirms it will evidence that it meets these requirements either at time of tender or by 23:59 on 10 May 2023:

- be authorised by a Relevant Professional Body. For the avoidance of doubt this does not preclude non-solicitor entities from applying. Individuals applying to hold the 2018 Contract must have all necessary licences and authorisations to conduct Contract Work by the Contract Start Date; and
- hold a relevant Quality Standard; and
- employ at least one Part Time Equivalent (PTE) Supervisor who meets the Clinical Negligence Supervisor Standard and who will actively supervise the Clinical Negligence Contract Work tendered for; and
- meet the one PTE Supervisor: two FTE caseworkers at each Office from which it is tendering to deliver Clinical Negligence Contract Work; and
- Each Office will be at least a Part Time Presence in the Procurement Area in which it is tendering to deliver Clinical Negligence Contract Work;

By completing and submitting this ITT Response I give my undertaking that I am an individual authorised to make this submission on behalf of the Applicant and that the answers submitted in this ITT Response are correct. I understand that the information will be used in the process to assess the Applicant's suitability to be offered Contract Work.

I understand that the LAA may conduct verification checks and may reject this ITT Response if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way. I understand the LAA will verify my Tender and I will be required to evidence the information and warranties in this ITT Response by 23.59 on 10 May 2023.

	Question	Response Type
D.1	Name of the individual making declaration on behalf of the Applicant	Free text
D.2	Status within the Applicant organisation	Free text

ITT Questions and Assessment – Public Law ITT

Section A – Bid details

	Question	Response Type
Note	<p>Applicants tendering to deliver Contract Work under a 2018 Contract must submit a response to the Selection Questionnaire (ITT_856) in addition to this ITT</p> <p>When completing your ITT Response you should save your work regularly.</p> <p>If you are logged onto the eTendering system but do not use it for 15 minutes, the eTendering system will notify you through a 'pop up'. So that you can see this and click the 'Refresh' link in this 'pop up', please ensure that 'pop ups' are NOT blocked on your browser so you are not disconnected from the eTendering system and do not lose any unsaved information.</p> <p>Do not use the 'Back' or 'Forward' buttons on your browser; you could potentially lose your work. Please use the links on the eTendering system to navigate.</p>	
A.1.i	Please confirm the Procurement Area in which this Office is (or will be) based	<p>Options list:</p> <p>London</p> <p>Midlands and East of England</p> <p>North East</p> <p>North West</p> <p>South East</p> <p>South West</p> <p>Wales</p>
Note	<p>Where the Applicant indicates that it is tendering to deliver Contract Work from multiple Offices, it will then be required to enter the relevant details as applicable for a second Office. It will then be asked to indicate whether it wishes to deliver work from another</p>	

	Office and give the details, and so on for up to 5 Offices. Where an Applicant wishes to tender to deliver Contract Work from more than 5 Offices, it must contact the LAA in accordance with paragraph 4.8 of the IFA.	
A.1.ii	Is the Applicant intending to deliver Contract Work in this Category of Law from another Office?	Options list: Yes No
A.1.iii	Please enter the Office address (excluding postcode) from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the address of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC'. This information must be provided by 23.59 on 10 May 2023	Free text
A.1.iv	Please enter the Office postcode for the Office from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the postcode of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC' This information must be provided by 23.59 on 10 May 2023.	Free text
A.1.v	<p>If the Applicant currently delivers legal aid contract work from this Office please enter the LAA Account Number for this Office.</p> <p>LAA Account Numbers are alphanumeric and are 6 characters long, e.g. 1A234B and can be found on the Applicant's current LAA Contract Schedule documentation.</p> <p>Where you do not currently have LAA Account Number for this Office please enter 'N/A'.</p>	Free text

Section B – Miscellaneous Contract Work

	Question	Response Type
NOTE	In this section the Applicant may tender for Matter Starts to undertake compensation claims for victims of human trafficking and/or modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO.	

B.1.i	Does the Applicant wish to receive an allocation of Matter Starts to undertake compensation claims for victims of human trafficking and modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO?	Options List: Yes No (please go to Section C)
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Section C – Verification information

Note	Verification information In accordance with paragraphs 7.1 and 7.2 of the IFA, Applicants are encouraged to submit compliant verification information with their ITT Response or, if this is not possible, must submit compliant verification information no later than 23.59 on 10 May 2023. This consists of a compliant: <ul style="list-style-type: none"> • SRA number, BSB number or CILEx Regulation ID • Lexcel Certificate or SQM Certificate, valid at the Contract Start Date • Supervisor Declaration Form for each Supervisor named in an Applicant's Individual Bid • Authorised Litigator name and roll number • Any relevant Category-specific verification set out in Annex C of the ITT IFA 	
	Question	Response Type
C.1.i	Does the Applicant wish to provide verification of their SRA Number, BSB Number or CILEx Regulation ID with their ITT Response?	Options list: Yes (please answer C.1.ii) No- (please answer C.2.i)

C.1.ii	<p>Please provide the Applicant Organisation's SRA Number, BSB Number or CILEx Regulation ID</p> <p>Where the Applicant is currently not authorised, please answer "TBC"</p> <p>If your organisation does not require authorisation from a Relevant Professional Body under the Legal Services Act 2007 because transitional arrangements apply, please enter N/A.</p>	Free Text
C.2.i	Does the Applicant wish to provide verification of their Quality Standard with their ITT Response?	Options list: Yes (please answer C.2.ii) No (please answer
C.2.ii	Please provide the Applicant's verification of Quality Standard, the Lexcel Certificate or SQM Certificate, valid at the Contract Start Date	Attachment
C.3.i	Does the Applicant wish to provide verification of their Supervisor(s) with their ITT Response?	Options list: Yes (please answer C.3.ii) No (please answer C.4.i)
C.3.ii	<p>Please provide at least one compliant Supervisor Declaration Form for each Supervisor in the Public Law Category of Law.</p> <p>The Applicant must employ at least one PTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Public Law Category of Law.</p>	Attachment

	Where an Applicant wishes to submit more than one Supervisor Declaration Form for one or more of its Individual Bids, the completed Supervisor Declaration Forms must be merged into a single document and the single document uploaded as an attachment.	
C.4.i	Does the Applicant wish to provide verification of their Authorised Litigator with their ITT Response?	Options list: Yes (please answer C.4.ii) No (please answer C.5.i)
C.4.ii	Please provide the Authorised Litigator's name and roll number	Free Text
C.5.i	Where the Applicant is a New Entrant, does the Applicant wish to provide a personal guarantee and indemnity with their ITT Response?	Options list: Yes (please answer C.5.ii) No (please go to section C.6.i) N/A – Applicant does not have limited liability or is a current 2018 Provider and has already signed a personal guarantee and indemnity (please go to section C.6.i)

C.5.ii	Please attach a completed personal guarantee and indemnity	Attachment
C.6.i	Where applying for a new Office, does the Applicant wish to provide an AC1 form and supporting documents with their ITT?	Options List: Yes (please answer C.5.ii) No (please go to Section D) N/A – not applying for a new Office (please go to Section D)
C.6.ii	Please attach a completed AC1 form and supporting documents Please note that the AC1 form and supporting documents must be merged into a single document and the single document uploaded into the eTendering system	Attachment

Section D - Warranties and Declaration

By completing and submitting this ITT Response, the Applicant confirms that it will meet the following requirements by the Contract Start Date to be awarded a 2018 Contract and confirms it will evidence that it meets these requirements either at time of tender or by 23:59 on 10 May 2023:

- be authorised by a Relevant Professional Body. For the avoidance of doubt this does not preclude non-solicitor entities from applying. Individuals applying to hold the 2018 Contract must have all necessary licences and authorisations to conduct Contract Work by the Contract Start Date; and
- hold a relevant Quality Standard; and

- employ at least one Part Time Equivalent (PTE) Supervisor who meets the Public Law Supervisor Standard and who will actively supervise the Public Law Contract Work tendered for; and
- meet the one PTE Supervisor: two FTE caseworkers at each Office from which it is tendering to deliver Public Law Contract Work; and
- Each Office will be at least Part Time Presence in the Procurement Area in which it is tendering to deliver Public Law Contract Work; and
- employ at least a Part Time Equivalent (PTE) Authorised Litigator with experience of delivering Public Law cases who will be available to each of its Offices to deliver Licensed Work.

By completing and submitting this ITT Response I give my undertaking that I am an individual authorised to make this submission on behalf of the Applicant and that the answers submitted in this ITT Response are correct. I understand that the information will be used in the process to assess the Applicant's suitability to be offered Contract Work.

I understand that the LAA may conduct verification checks and may reject this ITT Response if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way. I understand the LAA will verify my Tender and I will be required to evidence the information and warranties in this ITT Response by 23.59 on 10 May 2023.

	Question	Response Type
D.1	Name of the individual making declaration on behalf of the Applicant	Free text
D.2	Status within the Applicant organisation	Free text

ITT Questions and Assessment – Family Mediation ITT

Section A – Bid details

	Question	Response Type
Note	<p>Applicants tendering to deliver Contract Work under a 2018 Contract must submit a response to the Selection Questionnaire (ITT_856) in addition to this ITT</p> <p>When completing your ITT Response you should save your work regularly.</p> <p>If you are logged onto the eTendering system but do not use it for 15 minutes, the eTendering system will notify you through a 'pop up'. So that you can see this and click the 'Refresh' link in this 'pop up', please ensure that 'pop ups' are NOT blocked on your browser so you are not disconnected from the eTendering system and do not lose any unsaved information.</p> <p>Do not use the 'Back' or 'Forward' buttons on your browser; you could potentially lose your work. Please use the links on the eTendering system to navigate.</p>	
A.1.i	Please confirm the town or city in England or Wales in which your Office is (or will be) based	Free text
A.1.ii	<p>Please enter the Office address (excluding postcode) from which you intend to deliver Contract Work.</p> <p>Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the address of the Office from which you intend to deliver Contract Work, please enter 'TBC'. This information must be provided by 23.59 on 10 May 2023</p>	Free text
A.1.iii	<p>Please enter the Office postcode for the Office from which you intend to deliver Contract Work.</p> <p>Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the postcode of the Office from which you intend to deliver Contract Work, please enter 'TBC' This information must be provided by 23.59 on 10 May 2023.</p>	Free text
A.1.iv	<p>If the Applicant currently delivers legal aid contract work from this Office please enter the LAA Account Number for this Office.</p> <p>LAA Account Numbers are alphanumeric and are 6 characters long, e.g. 1A234B and can be found on the Applicant's current LAA Contract Schedule documentation.</p>	Free text

	Where you do not currently have LAA Account Number for this Office please enter 'N/A'.	
Note	Applicants wishing to deliver Family Mediation from one or more Outreach locations in England and/or Wales in addition to their Office will be required to confirm the address of each Outreach location by as part of verification.	

Section B - Miscellaneous Contract Work

	Question	Response Type
NOTE	There is no opportunity to undertake compensation claims for victims of human trafficking and modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO.	

Section C – Verification information

Note	Verification information In accordance with paragraphs 7.1 and 7.2 of the IFA, Applicants are encouraged to submit compliant verification information with their ITT Response or, if this is not possible, must submit compliant verification information no later than 23.59 on 10 May 2023. This consists of a compliant: <ul style="list-style-type: none"> • Supervisor Declaration Form for each Supervisor named in an Applicant's Individual Bid • Any relevant Category-specific verification set out in Annex C of the ITT IFA 	
	Question	Response Type

C.1.i	Does the Applicant wish to provide verification of employing by the Applicant who holds Family Mediation Council Accreditation	Options list: Yes (please answer C.1.ii) No (please go to section C.2.i)
C.1.ii	Please provide certificate(s) of accreditation which is valid at 1 September 2023 for at least one Mediator employed by the Applicant	Attachment
C.2.i	Does the Applicant wish to provide verification of employing or confirmation of having formal arrangements in place with a Supervisor who meets the Family Mediation Supervisor Standard as part of its ITT Response?	Options list: Yes (please answer C.1.ii) No (please go to section C.2.i)
C.2.ii	Please provide at least one compliant Supervisor Declaration Form for each Supervisor in the Family Mediation Category of Law plus a copy of the formal arrangements where the Applicant does not employ the Supervisor	Attachment
C.3.i	Does the Applicant wish to provide details of additional Outreach locations as part of their ITT Response?	Options list: Yes (please answer C.3.ii) No (please go to section C.4.i)
C.3.ii	Please provide the full address including postcode for each Outreach	Free text
C.4.i	Where the Applicant is a New Entrant, does the Applicant wish to provide a personal guarantee and indemnity with their ITT Response?	Options list: Yes (please answer C.4.ii) No (please go to section C.5.i)

		N/A – Applicant does not have limited liability or is a current 2018 Provider and has already signed a personal guarantee and indemnity (please go to section C.5.i)
C.4.ii	Please attach a completed personal guarantee and indemnity	Attachment
C.5.i	Where applying for a new Office, does the Applicant wish to provide an AC1 form and supporting documents with their ITT?	Options List: Yes (please answer C.5.ii) No (please go to Section D) N/A – not applying for a new Office (please go to Section D)
C.5.ii	Please attach a completed AC1 form and supporting documents Please note that the AC1 form and supporting documents must be merged into a single document and the single document uploaded into the eTendering system	Attachment

Section D – Warranties and Declaration

By completing and submitting this ITT Response, the Applicant confirms that it will meet the following requirements by the Contract Start Date to be awarded a 2018 Contract and confirms it will evidence that it meets these requirements either at time of tender or by 23:59 on 10 May 2023:

- Any Mediator undertaking Mediation Contract Work will be employed by the Applicant and will hold Family Mediation Council Accreditation; and

- have an Office in England or Wales that meets the requirements of the Family Mediation specification; and
- be able and willing to provide Family Mediation across all categories of Family Mediation Contract Work (i.e. Child Only, Property & Finance and All Issues); and
- employ at least one Mediator who meets the requirements to undertake Family Mediation as set out in the Contract; and
- employ or have formal arrangements with a Supervisor who meets the Supervisor Standard in Family Mediation.

By completing and submitting this ITT Response I give my undertaking that I am an individual authorised to make this submission on behalf of the Applicant and that the answers submitted in this ITT Response are correct. I understand that the information will be used in the process to assess the Applicant's suitability to be offered Contract Work.

I understand that the LAA may conduct verification checks and may reject this ITT Response if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way. I understand the LAA will verify my Tender and I will be required to evidence the information and warranties in this ITT Response by 23.59 on 10 May 2023.

	Question	Response Type
D.1	Name of the individual making declaration on behalf of the Applicant	Free text
D.2	Status within the Applicant organisation	Free text

ITT Questions and Assessment – Education

Section A – Bid details

	Question	Response Type
Note	<p>Applicants tendering to deliver Contract Work under a 2018 Contract must submit a response to the Selection Questionnaire (ITT_856) in addition to this ITT</p> <p>When completing your ITT Response you should save your work regularly.</p> <p>If you are logged onto the eTendering system but do not use it for 15 minutes, the eTendering system will notify you through a 'pop up'. So that you can see this and click the 'Refresh' link in this 'pop up', please ensure that 'pop ups' are NOT blocked on your browser so you are not disconnected from the eTendering system and do not lose any unsaved information.</p> <p>Do not use the 'Back' or 'Forward' buttons on your browser; you could potentially lose your work. Please use the links on the eTendering system to navigate.</p>	
A.1.i	Please confirm the Procurement Area in which this Office is (or will be) based	<p>Options list:</p> <p>London and South East</p> <p>Midlands and East</p> <p>South West and Wales</p> <p>North</p>
Note	<p>Where the Applicant indicates that it is tendering to deliver Contract Work from multiple Offices, it will then be required to enter the relevant details as applicable for a second Office. It will then be asked to indicate whether it wishes to deliver work from another Office and give the details, and so on for up to 3 Offices. Where an Applicant wishes to tender to deliver Contract Work from more than 3 Offices, it must contact the LAA in accordance with paragraph 4.8 of the IFA.</p>	
A.1.ii	Is the Applicant intending to deliver Contract Work in this Category of Law from another Office?	Options list:

		Yes No
A.1.iii	Please enter the Office address (excluding postcode) from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the address of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC'. This information must be provided by 23.59 on 10 May 2023	Free text
A.1.iv	Please enter the Office postcode for the Office from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the postcode of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC' This information must be provided by 23.59 on 10 May 2023.	Free text
A.1.v	<p>If the Applicant currently delivers legal aid contract work from this Office please enter the LAA Account Number for this Office.</p> <p>LAA Account Numbers are alphanumeric and are 6 characters long, e.g. 1A234B and can be found on the Applicant's current LAA Contract Schedule documentation.</p> <p>Where you do not currently have LAA Account Number for this Office please enter 'N/A'.</p>	Free text

Section B - Miscellaneous Contract Work

	Question	Response Type
NOTE	In this section the Applicant may tender for Matter Starts to undertake compensation claims for victims of human trafficking and/or modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO.	

B.1.i	Does the Applicant wish to receive an allocation of Matter Starts to undertake compensation claims for victims of human trafficking and modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO?	Options List: Yes No (please go to Section C)
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Section C – Verification information

Note	Verification information In accordance with paragraphs 7.1 and 7.2 of the IFA, Applicants are encouraged to submit compliant verification information with their ITT Response or, if this is not possible, must submit compliant verification information no later than 23.59 on 10 May 2023. This consists of a compliant: <ul style="list-style-type: none"> • SRA number, BSB number or CILEx Regulation ID • Lexcel Certificate or SQM Certificate, valid at the Contract Start Date • Supervisor Declaration Form for each Supervisor named in an Applicant’s Individual Bid • Authorised Litigator name and roll number • Any relevant Category-specific verification set out in Annex C of the ITT IFA 	
	Question	Response Type
C.1.i	Does the Applicant wish to provide verification of their SRA Number, BSB Number or CILEx Regulation ID with their ITT Response?	Options list: Yes (please answer C.1.ii)

		No- (please answer C.2.i)
C.1.ii	<p>Please provide the Applicant Organisation's SRA Number, BSB Number or CILEx Regulation ID</p> <p>Where the Applicant is currently not authorised, please answer "TBC"</p> <p>If your organisation does not require authorisation from a Relevant Professional Body under the Legal Services Act 2007 because transitional arrangements apply, please enter N/A.</p>	Free Text
C.2.i	Does the Applicant wish to provide verification of their Quality Standard with their ITT Response?	Options list: Yes (please answer C.2.ii) No (please answer
C.2.ii	Please provide the Applicant's verification of Quality Standard, the Lexcel Certificate or SQM Certificate, valid at the Contract Start Date	Attachment
C.3.i	Does the Applicant wish to provide verification of their Supervisor(s) with their ITT Response?	Options list: Yes (please answer C.3.ii) No (please answer C.4.i)
C.3.ii	Please provide at least one compliant Supervisor Declaration Form for each Supervisor in the Education Category of Law.	Attachment

	<p>The Applicant must employ at least one PTE Supervisor that meets the requirements of the Contract and either the Supervisor Standard or the Transitional Supervisor Standard in the Education Category of Law.</p> <p>Where an Applicant wishes to submit more than one Supervisor Declaration Form for one or more of its Individual Bids, the completed Supervisor Declaration Forms must be merged into a single document and the single document uploaded as an attachment.</p>	
C.4.i	Does the Applicant wish to provide verification of their Authorised Litigator with their ITT Response?	<p>Options list:</p> <p>Yes (please answer C.4.ii)</p> <p>No (please answer C.5.i)</p>
C.4.ii	Please provide the Authorised Litigator's name and roll number	Free Text
C.5.i	Where the Applicant is a New Entrant, does the Applicant wish to provide a personal guarantee and indemnity with their ITT Response?	<p>Options list:</p> <p>Yes (please answer C.5.ii)</p> <p>No (please go to section C.6.i)</p> <p>N/A – Applicant does not have limited liability or is a current 2018 Provider and has</p>

		already signed a personal guarantee and indemnity (please go to section C.6.i)
C.5.ii	Please attach a completed personal guarantee and indemnity	Attachment
C.6.i	Where applying for a new Office, does the Applicant wish to provide an AC1 form and supporting documents with their ITT?	Options List: Yes (please answer C.5.ii) No (please go to Section D) N/A – not applying for a new Office (please go to Section D)
C.6.ii	Please attach a completed AC1 form and supporting documents Please note that the AC1 form and supporting documents must be merged into a single document and the single document uploaded into the eTendering system	Attachment

Section D - Warranties and Declaration

By completing and submitting this ITT Response, the Applicant confirms that it will meet the following requirements by the Contract Start Date to be awarded a 2018 Contract and confirms it will evidence that it meets these requirements either at time of tender or by 23:59 on 10 May 2023:

- be authorised by a Relevant Professional Body. For the avoidance of doubt this does not preclude non-solicitor entities from applying. Individuals applying to hold the 2018 Contract must have all necessary licences and authorisations to conduct Contract Work by the Contract Start Date; and
- hold a relevant Quality Standard; and
- employ at least one Part Time Equivalent (PTE) Supervisor who meets the Education Supervisor Standard and who will actively supervise the Education Contract Work tendered for; and
- meet the one PTE Supervisor: two FTE caseworkers at each Office from which it is tendering to deliver Education Contract Work; and
- Each Office will be a Part-Time Presence in the Procurement Area in which it is tendering to deliver Education Contract Work; and
- Unless your Contract for Signature specifies an employed Authorised Litigator, you must have access to an Authorised Litigator with experience of carrying out cases within the Education Category of Law to enable you to perform your obligations under this Contract.

By completing and submitting this ITT Response I give my undertaking that I am an individual authorised to make this submission on behalf of the Applicant and that the answers submitted in this ITT Response are correct. I understand that the information will be used in the process to assess the Applicant's suitability to be offered Contract Work.

I understand that the LAA may conduct verification checks and may reject this ITT Response if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way. I understand the LAA will verify my Tender and I will be required to evidence the information and warranties in this ITT Response by 23.59 on 10 May 2023.

	Question	Response Type
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D.1	Name of the individual making declaration on behalf of the Applicant	Free text
D.2	Status within the Applicant organisation	Free text

ITT Questions and Assessment – Discrimination

Section A – Bid details

	Question	Response Type
Note	<p>Applicants tendering to deliver Contract Work under a 2018 Contract must submit a response to the Selection Questionnaire (ITT_856) in addition to this ITT</p> <p>When completing your ITT Response you should save your work regularly.</p> <p>If you are logged onto the eTendering system but do not use it for 15 minutes, the eTendering system will notify you through a 'pop up'. So that you can see this and click the 'Refresh' link in this 'pop up', please ensure that 'pop ups' are NOT blocked on your browser so you are not disconnected from the eTendering system and do not lose any unsaved information.</p> <p>Do not use the 'Back' or 'Forward' buttons on your browser; you could potentially lose your work. Please use the links on the eTendering system to navigate.</p>	
A.1.i	Please confirm the Procurement Area in which this Office is (or will be) based	<p>Options list:</p> <p>London and South East</p> <p>Midlands and East</p> <p>South West and Wales</p> <p>North</p>
Note	<p>Where the Applicant indicates that it is tendering to deliver Contract Work from multiple Offices, it will then be required to enter the relevant details as applicable for a second Office. It will then be asked to indicate whether it wishes to deliver work from another Office and give the details, and so on for up to 3 Offices. Where an Applicant wishes to tender to deliver Contract Work from more than 3 Offices, it must contact the LAA in accordance with paragraph 4.8 of the IFA.</p>	

A.1.ii	Is the Applicant intending to deliver Contract Work in this Category of Law from another Office?	Options list: Yes No
A.1.iii	Please enter the Office address (excluding postcode) from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the address of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC'. This information must be provided by 23.59 on 10 May 2023	Free text
A.1.iv	Please enter the Office postcode for the Office from which you intend to deliver Contract Work in this Procurement Area. Applicants are not required to have operational offices at the point of submitting a Tender. If you do not yet know the postcode of the Office from which you intend to deliver Contract Work in this Procurement Area, please enter 'TBC' This information must be provided by 23.59 on 10 May 2023.	Free text
A.1.v	If the Applicant currently delivers legal aid contract work from this Office please enter the LAA Account Number for this Office. LAA Account Numbers are alphanumeric and are 6 characters long, e.g. 1A234B and can be found on the Applicant's current LAA Contract Schedule documentation. Where you do not currently have LAA Account Number for this Office please enter 'N/A'.	Free text

Section B - Miscellaneous Contract Work

	Question	Response Type
NOTE	In this section the Applicant may tender for Matter Starts to undertake compensation claims for victims of human trafficking and/or modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO.	
B.1.i	Does the Applicant wish to receive an allocation of Matter Starts to undertake compensation claims for victims of human trafficking and modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO?	Options List: Yes

	No (please go to Section C)
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Section C – Verification information

Note	Verification information In accordance with paragraphs 7.1 and 7.2 of the IFA, Applicants are encouraged to submit compliant verification information with their ITT Response or, if this is not possible, must submit compliant verification information no later than 23.59 on 10 May 2023. This consists of a compliant: <ul style="list-style-type: none"> • SRA number, BSB number or CILEx Regulation ID • Lexcel Certificate or SQM Certificate, valid at the Contract Start Date • Supervisor Declaration Form for each Supervisor named in an Applicant’s Individual Bid • Authorised Litigator name and roll number • Any relevant Category-specific verification set out in Annex C of the ITT IFA 	
	Question	Response Type
C.1.i	Does the Applicant wish to provide verification of their SRA Number, BSB Number or CILEx Regulation ID with their ITT Response?	Options list: Yes (please answer C.1.ii) No- (please answer C.2.i)
C.1.ii	Please provide the Applicant Organisation’s SRA Number, BSB Number or CILEx Regulation ID Where the Applicant is currently not authorised, please answer “TBC” If your organisation does not require authorisation from a Relevant Professional Body under the Legal Services Act 2007 because transitional arrangements apply, please enter N/A.	Free Text

C.2.i	Does the Applicant wish to provide verification of their Quality Standard with their ITT Response?	Options list: Yes (please answer C.2.ii) No (please answer
C.2.ii	Please provide the Applicant's verification of Quality Standard, the Lexcel Certificate or SQM Certificate, valid at the Contract Start Date	Attachment
C.3.i	Does the Applicant wish to provide verification of their Supervisor(s) with their ITT Response?	Options list: Yes (please answer C.3.ii) No (please answer C.4.i)
C.3.ii	Please provide at least one compliant Supervisor Declaration Form for each Supervisor in the Discrimination Category of Law. The Applicant must employ at least one PTE Supervisor that meets the requirements of the Contract and either the Supervisor Standard or the Transitional Supervisor Standard in the Discrimination Category of Law. Where an Applicant wishes to submit more than one Supervisor Declaration Form for one or more of its Individual Bids, the completed Supervisor Declaration Forms must be merged into a single document and the single document uploaded as an attachment.	Attachment
C.4.i	Does the Applicant wish to provide verification of their Authorised Litigator with their ITT Response?	Options list: Yes (please answer C.4.ii) No (please answer C.5.i)

C.4.ii	Please provide the Authorised Litigator's name and roll number	Free Text
C.5.i	Where the Applicant is a New Entrant, does the Applicant wish to provide a personal guarantee and indemnity with their ITT Response?	Options list: Yes (please answer C.5.ii) No (please go to section C.6.i) N/A – Applicant does not have limited liability or is a current 2018 Provider and has already signed a personal guarantee and indemnity (please go to section C.6.i)
C.5.ii	Please attach a completed personal guarantee and indemnity	Attachment
C.6.i	Where applying for a new Office, does the Applicant wish to provide an AC1 form and supporting documents with their ITT?	Options List: Yes (please answer C.5.ii) No (please go to Section D) N/A – not applying for a new Office (please go to Section D)
C.6.ii	Please attach a completed AC1 form and supporting documents Please note that the AC1 form and supporting documents must be merged into a single document and the single document uploaded into the eTendering system	Attachment

Section D - Warranties and Declaration

By completing and submitting this ITT Response, the Applicant confirms that it will meet the following requirements by the Contract Start Date to be awarded a 2018 Contract and confirms it will evidence that it meets these requirements either at time of tender or by 23:59 on 10 May 2023:

- be authorised by a Relevant Professional Body. For the avoidance of doubt this does not preclude non-solicitor entities from applying. Individuals applying to hold the 2018 Contract must have all necessary licences and authorisations to conduct Contract Work by the Contract Start Date; and
- hold a relevant Quality Standard; and
- employ at least one Part Time Equivalent (PTE) Supervisor who meets the Discrimination Supervisor Standard and who will actively supervise the Discrimination Contract Work tendered for; and
- meet the one PTE Supervisor: two FTE caseworkers at each Office from which it is tendering to deliver Discrimination Contract Work; and
- Each Office will be a Part-Time Presence in the Procurement Area in which it is tendering to deliver Discrimination Contract Work; and
- Unless your Contract for Signature specifies an employed Authorised Litigator, you must have access to an Authorised Litigator with experience of carrying out cases within the Education Category of Law to enable you to perform your obligations under this Contract.

By completing and submitting this ITT Response I give my undertaking that I am an individual authorised to make this submission on behalf of the Applicant and that the answers submitted in this ITT Response are correct. I understand that the information will be used in the process to assess the Applicant's suitability to be offered Contract Work.

I understand that the LAA may conduct verification checks and may reject this ITT Response if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way. I understand the LAA will verify my Tender and I will be required to evidence the information and warranties in this ITT Response by 23.59 on 10 May 2023.

	Question	Response Type
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D.1	Name of the individual making declaration on behalf of the Applicant	Free text
D.2	Status within the Applicant organisation	Free text

ANNEX C: INFORMATION THE LAA WILL REQUEST TO VERIFY APPLICANTS' SUCCESSFUL TENDERS

Applicants should note that in all Categories except Family Mediation, the LAA may seek evidence of employment where the same individual is named by different Applicants. This is to determine that the conditions of tender and the Contract are met. For example, if three Applicants were reliant on the same FTE Supervisor to meet the Tender requirements the LAA may seek evidence of the basis upon which each individual organisation employs this individual. The LAA reserves the right to request this evidence during verification and after the Contract Start Date.

Family Category verification

An Applicant which is notified of our intention to award them a 2018 Contract to conduct Contract Work in the Family Category of Law must be able to demonstrate it meets the following minimum 2018 Contract requirements by the by 23:59 on 10 May 2023:

Verification which will be requested from all Applicants who are successful in tendering to deliver Family Contract Work	
What the LAA will verify	What evidence will be required
The Applicant holds appropriate authorisation to deliver legal services from a Relevant Professional Body See paragraph 2.18 for further information	Confirmation of the Applicant's SRA or BSB number or CILEx Regulation ID Where, in accordance with paragraph 2.18, transitional provisions apply to an Applicant, they must confirm this in their verification response
The Applicant holds a valid Quality Standard See paragraph 2.8 – 2.17 for further information on Quality Standards	Lexcel Certificate or SQM Certificate, valid at 1 September 2023. Where the Applicant has passed the desktop SQM audit only, a copy of the relevant letter of confirmation must be provided
The Applicant employs at least one FTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Family Category of Law	At least one compliant Supervisor Declaration Form for each Supervisor in the Family Category of Law. As set out at paragraph 2.26 of the 2018 Contract Specification, a Supervisor may supervise at a maximum of two Offices or across two Providers with one Office each
The Applicant meets the one FTE Supervisor: four FTE caseworkers ratio at each Office delivering Family Contract Work under the 2018 Contract	A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date
Each Office from which the Applicant is applying to conduct Contract Work is in the relevant Procurement Area is a Permanent Presence	Full address including postcode for the Office and, if applicable, the Office's current LAA account number
Verification which will be requested from Applicants' successful Individual Bids for Lot 3	
What the LAA will verify	What evidence will be required
The Applicant employs at least one PTE at the Office who is: a member of the Law Society Children Panel; or an advanced member of the Law Society's Family Law Accreditation Scheme (having passed the 'violence in the home' module or previously held adult party representative status on the Children Panel); or	Certificate of accreditation which is valid at 1 September 2023 for the individual(s) that comprise the PTE at each Office

a Resolution Accredited Specialist in Domestic Abuse; or a Resolution Accredited Specialist in Domestic Abuse.	
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Housing, Debt and Welfare Benefits Category verification

An Applicant which is notified of our intention to award them a 2018 Contract to conduct Contract Work in the Housing and Debt (and Welfare Benefits) Categories of Law and where must be able to demonstrate it meets the following minimum 2018 Contract requirements by 23:59 on 10 May 2023:

Verification which will be requested from all Applicants who are successful in tendering to deliver Housing and Debt (and Welfare Benefits) Contract Work	
What the LAA will verify	What evidence will be required
The Applicant holds appropriate authorisation to deliver legal services from a Relevant Professional Body See paragraph 2.18 for further information	Confirmation of the Applicant's SRA or BSB number or CILEx Regulation ID Where, in accordance with paragraph 2.18, transitional provisions apply to an Applicant, they must confirm this in their verification response
The Applicant holds a valid Quality Standard See paragraph 2.8 – 2.17 for further information on Quality Standards	Lexcel Certificate or SQM Certificate, valid at 1 September 2023. Where the Applicant has passed the desktop SQM audit only, a copy of the relevant letter of confirmation must be provided
The Applicant employs at least one FTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Housing and Debt Categories of Law	At least one compliant Supervisor Declaration Form for each Supervisor in the Housing and Debt Categories of Law. As set out at paragraph 2.26 of the 2018 Contract Specification, a Supervisor may supervise at a maximum of two Offices or across two Providers with one Office each
The Applicant meets the one FTE Supervisor: four FTE caseworkers ratio at each Office delivering Housing and Debt Contract Work under the 2018 Contract	A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date
Each Office from which the Applicant is applying to conduct Contract Work is in the relevant Procurement Area and is a Permanent Presence	Full address including postcode for the Office and, if applicable, the Office's current LAA account number
The Applicant employs at least one PTE Authorised Litigator with experience of delivering Housing and Debt cases	Authorised Litigator name and roll number
Verification which will be requested from Applicants who additionally tender successfully to conduct Welfare Benefits Contract Work	
What the LAA will verify	What evidence will be required
The Applicant employs at least one PTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Welfare Benefits Category of Law	At least one compliant Supervisor Declaration Form for each Supervisor in the Welfare Benefits Category of Law. As set out at paragraph 2.26 of the 2018 Contract Specification, a Supervisor may supervise at a maximum of two Offices or across two Providers with one Office each
The Applicant has access to an Authorised Litigator with experience of delivering Welfare Benefits cases	Authorised Litigator name and roll number

Verification which will be requested from Applicants' successful Housing Individual Bids for Lot 2	
What the LAA will verify	What evidence will be required
The Applicant employs an Authorised Litigator with experience of delivering Housing cases who is based and regularly working at the Office related to the Individual Bid on at least a PTE basis.	The name and roll number for the for the individual(s) that comprise the PTE Authorised Litigator at each Office

Immigration and Asylum Category verification

An Applicant which is notified of our intention to award them a 2018 Contract to conduct Contract Work in the Immigration and Asylum Category of Law and where must be able to demonstrate it meets the following minimum 2018 Contract by 23:59 on 10 May 2023.

Verification which will be requested from all Applicants who are successful in tendering to deliver Immigration and Asylum Contract Work	
What the LAA will verify	What evidence will be required
The Applicant holds appropriate authorisation to deliver legal services from a Relevant Professional Body See paragraph 2.18 for further information	Confirmation of the Applicant's SRA or BSB number; CILEx Regulation ID or OISC reference Where, in accordance with paragraph 2.18, transitional provisions apply to an Applicant, they must confirm this in their verification response
The Applicant holds a valid Quality Standard See paragraph 2.8 – 2.17 for further information on Quality Standards	Lexcel Certificate or SQM Certificate, valid at 1 September 2023. Where the Applicant has passed the desktop SQM audit only, a copy of the relevant letter of confirmation must be provided
The Applicant employs at least one FTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Immigration and Asylum Category of Law	At least one compliant Supervisor Declaration Form for each Supervisor in the Immigration and Asylum Category of Law. As set out at paragraph 2.26 of the 2018 Contract Specification, a Supervisor may supervise at a maximum of two Offices or across two Providers with one Office each
The Applicant meets the one FTE Supervisor: four FTE caseworkers ratio at each Office delivering Immigration and Asylum Contract Work under the 2018 Contract	A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date
Each Office from which the Applicant is applying to conduct Contract Work is in the relevant Procurement Area and is a Permanent Presence	Full address including postcode for the Office and, if applicable, the Office's current LAA account number
All the Applicant's caseworkers delivering Immigration and Asylum Contract Work will be accredited by the Law Society's Immigration and Asylum Accreditation Scheme (IAAS)	A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date
The Applicant has at least one FTE IAAS Senior Caseworker employed for every two FTE IAAS Trainee Caseworker Assistants/Casework Assistants	A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date
Verification which will be requested from Applicants' successful Individual Bids for Lot 2a or Lot 2b	
What the LAA will verify	What evidence will be required

The Applicant is able and willing to conduct the full range of Licensed Work in the Immigration and Asylum Category of Law	Authorised Litigator name and roll number
Verification which will be requested from Applicants' successful Individual Bids for Lot 2b	
What the LAA will verify	What evidence will be required
The Applicant employs an FTE who is an IAAS accredited Advanced Caseworker at the Office related to the Individual Bid	Certificate of accreditation which is valid at 1 September 2023 for the individual(s) that comprise the FTE for the relevant Individual Bid
Verification which will be requested from Applicants that successfully tender deliver Immigration and Asylum Contract Work at any IRC	
What the LAA will verify	What evidence will be required
The Applicant has access to interpretation services at short notice to interpret in any language required by a client at each IRC for which it has tendered	A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date
Verification which will be requested from Applicants that successfully tender to deliver Immigration and Asylum Contract Work at Yarl's Wood and Derwentside IRC	
What the LAA will verify	What evidence will be required
The Applicant employs at least a PTE female staff member who is IAAS accredited to at least the level of Senior Caseworker and who is deployed to delivering Contract Work at Yarl's Wood and Derwentside IRC	Certificate of accreditation which is valid at 1 September 2023 for the individual(s) that comprise the PTE staff member

Mental Health Category verification

An Applicant which is notified of our intention to award them a 2018 Contract to conduct Contract Work in the Mental Health Category of Law must be able to demonstrate it meets the following minimum 2018 Contract requirements by 23:59 on 10 May 2023:

Verification which will be requested from all Applicants who are successful in tendering to deliver Mental Health Contract Work	
What the LAA will verify	What evidence will be required
The Applicant holds appropriate authorisation to deliver legal services from a Relevant Professional Body See paragraph 2.18 for further information	Confirmation of the Applicant's SRA or BSB number or CILEx Regulation ID Where, in accordance with paragraph 2.18, transitional provisions apply to an Applicant, they must confirm this in their verification response
The Applicant holds a valid Quality Standard See paragraph 2.8 – 2.17 for further information on Quality Standards	Lexcel Certificate or SQM Certificate, valid at 1 September 2023. Where the Applicant has passed the desktop SQM audit only, a copy of the relevant letter of confirmation must be provided
The Applicant employs at least one FTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Mental Health Category of Law	At least one compliant Supervisor Declaration Form for each Supervisor in the Mental Health Category of Law. As set out at paragraph 2.26 of the 2018 Contract Specification, a Supervisor may supervise at a maximum of two Offices or across two Providers with one Office each
The Applicant meets the one FTE Supervisor: four FTE caseworkers ratio in each Procurement Area delivering	A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date

Mental Health Contract Work under the Face to Face Contract	As set out at paragraph 9.6 (c) of the Mental Health Category Specification the same individual may only be used to fulfil the requirements of this Paragraph across a maximum of two Procurement Areas
The Applicant has an Office in England or Wales that is a Permanent Presence <u>and</u> in each Procurement Area in respect of which it tenders the Applicant will have an Office which is either a Permanent Presence or Alternative Arrangements	Full address including postcode for the Office and, if applicable, the Office's current LAA account number
The Applicant employs an Authorised Litigator with experience of delivering Mental Health cases	Authorised Litigator name and roll number
Verification which will be requested from Applicants' successful Individual Bids for Lot 1	
What the LAA will verify	What evidence will be required
The Applicant has at least 1 FTE member of the Law Society's Mental Health Accreditation Scheme	Certificate of accreditation which is valid at 1 September 2023 for the individual(s) that comprise the 1 FTE in each Procurement Area in which the Applicant as tendered for Lot 1
Verification which will be requested from Applicants' successful Individual Bids for Lot 2	
What the LAA will verify	What evidence will be required
The Applicant has at least 2 FTE members of the Law Society's Mental Health Accreditation Scheme	Certificate of accreditation which is valid at 1 September 2023 for the individuals that comprise the 2 FTE in each Procurement Area in which the Applicant as tendered for Lot 2
Verification which will be requested from Applicants' successful Individual Bids for Lot 3	
What the LAA will verify	What evidence will be required
The Applicant has at least 3 FTE members of the Law Society's Mental Health Accreditation Scheme	Certificate of accreditation which is valid at 1 September 2023 for the individuals that comprise the 3 FTE in each Procurement Area in which the Applicant as tendered for Lot 3
Verification which will be requested from Applicants who confirm during verification that they wish to deliver Mental Health Contract Work from additional locations, in accordance with paragraph 2.34	
What the LAA will verify	What evidence will be required
Each additional location is an Office which meets the Permanent Presence or Alternative Arrangements Presence definition and which is located in the relevant Procurement Area	Full address including postcode for the Office and, if applicable, the Office's current LAA account number

In the Mental Health Category Alternative Arrangements will be listed on the Schedule of the Office with a Permanent Presence. Where an Applicant has multiple Permanent Presences the Alternative Arrangements will be listed on the Schedule of the Lead Office, or if the Lead Office does not undertake Mental Health services, on the Office chosen by the Applicant.

Community Care Category verification

An Applicant which is notified of our intention to award them a 2018 Contract to conduct Contract Work in the Community Care Category of Law must be able to demonstrate it meets the following minimum 2018 Contract requirements by 23:59 on 10 May 2023:

Verification which will be requested from all Applicants who are successful in tendering to deliver Community Care Contract Work	
What the LAA will verify	What evidence will be required

<p>The Applicant holds appropriate authorisation to deliver legal services from a Relevant Professional Body</p> <p>See paragraph 2.18 for further information</p>	<p>Confirmation of the Applicant's SRA or BSB number or CILEx Regulation ID</p> <p>Where, in accordance with paragraph 2.18, transitional provisions apply to an Applicant, they must confirm this in their verification response</p>
<p>The Applicant holds a valid Quality Standard</p> <p>See paragraph 2.8 – 2.17 for further information on Quality Standards</p>	<p>Lexcel Certificate or SQM Certificate, valid at 1 September 2023.</p> <p>Where the Applicant has passed the desktop SQM audit only, a copy of the relevant letter of confirmation must be provided</p>
<p>The Applicant employs at least one FTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Community Care Category of Law</p>	<p>At least one compliant Supervisor Declaration Form for each Supervisor in the Community Care Category of Law.</p> <p>As set out at paragraph 2.26 of the 2018 Contract Specification, a Supervisor may supervise at a maximum of two Offices or across two Providers with one Office each</p>
<p>The Applicant meets the one FTE Supervisor: four FTE caseworkers ratio at each Office delivering Community Care Contract Work under the Face to Face Contract</p>	<p>A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date</p>
<p>Each Office from which the Applicant is applying to conduct Contract Work is in the relevant Procurement Area and is a Permanent Presence</p>	<p>Full address including postcode for the Office and, if applicable, the Office's current LAA account number</p>
<p>The Applicant employs at least one PTE Authorised Litigator with experience of delivering Community Care cases</p>	<p>Authorised Litigator name and roll number</p>

Claims Against Public Authorities Category verification

An Applicant which is notified of our intention to award them a 2018 Contract to conduct Contract Work in the Claims Against Public Authorities Category of Law must be able to demonstrate it meets the following minimum 2018 Contract requirements by 23:59 on 10 May 2023:

Verification which will be requested from all Applicants who are successful in tendering to deliver Claims Against Public Authorities Contract Work	
What the LAA will verify	What evidence will be required
<p>The Applicant holds appropriate authorisation to deliver legal services from a Relevant Professional Body</p> <p>See paragraph 2.18 for further information</p>	<p>Confirmation of the Applicant's SRA or BSB number or CILEx Regulation ID</p> <p>Where, in accordance with paragraph 2.18, transitional provisions apply to an Applicant, they must confirm this in their verification response</p>
<p>The Applicant holds a valid Quality Standard</p> <p>See paragraph 2.8 – 2.17 for further information on Quality Standards</p>	<p>Lexcel Certificate or SQM Certificate, valid at 1 September 2023.</p> <p>Where the Applicant has passed the desktop SQM audit only, a copy of the relevant letter of confirmation must be provided</p>
<p>The Applicant employs at least one PTE Supervisor that meets the requirements of the Contract and the</p>	<p>At least one compliant Supervisor Declaration Form for each Supervisor in the Claims Against Public Authorities Category of Law.</p>

Supervisor Standard in the Claims Against Public Authorities Category of Law	As set out at paragraph 2.26 of the 2018 Contract Specification, a Supervisor may supervise at a maximum of two Offices or across two Providers with one Office each
The Applicant meets the one PTE Supervisor: two FTE caseworkers ratio at each Office delivering Claims Against Public Authorities Contract Work under the Face to Face Contract	A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date
Each Office from which the Applicant is applying to conduct Contract Work is in the relevant Procurement Area and is at least a Part Time Presence	Full address including postcode for the Office and, if applicable, the Office's current LAA account number
The Applicant employs at least one PTE Authorised Litigator with experience of delivering Claims Against Public Authorities cases	Authorised Litigator name and roll number

Clinical Negligence Category verification

An Applicant which is notified of our intention to award them a 2018 Contract to conduct Contract Work in the Clinical Negligence Category of Law must be able to demonstrate it meets the following minimum 2018 Contract requirements by 23:59 on 10 May 2023:

Verification which will be requested from all Applicants who are successful in tendering to deliver Clinical Negligence Contract Work	
What the LAA will verify	What evidence will be required
<p>The Applicant holds appropriate authorisation to deliver legal services from a Relevant Professional Body</p> <p>See paragraph 2.18 for further information</p>	<p>Confirmation of the Applicant's SRA or BSB number or CILEx Regulation ID</p> <p>Where, in accordance with paragraph 2.18, transitional provisions apply to an Applicant, they must confirm this in their verification response</p>
<p>The Applicant holds a valid Quality Standard</p> <p>See paragraph 2.8 – 2.17 for further information on Quality Standards</p>	<p>Lexcel Certificate or SQM Certificate, valid at 1 September 2023</p> <p>Where the Applicant has passed the desktop SQM audit only, a copy of the relevant letter of confirmation must be provided</p>
<p>The Applicant employs at least one PTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Clinical Negligence Category of Law</p>	<p>At least one compliant Supervisor Declaration Form for each Supervisor in the Clinical Negligence Category of Law.</p> <p>As set out at paragraph 2.26 of the 2018 Contract Specification, a Supervisor may supervise at a maximum of two Offices or across two Providers with one Office each</p>
<p>The Applicant meets the one PTE Supervisor: two FTE caseworkers ratio at each Office delivering Clinical Negligence Contract Work under the Face to Face Contract</p>	<p>A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date</p>
<p>Each Office from which the Applicant is applying to conduct Contract Work is in the relevant Procurement Area and is at least a Part Time Presence</p>	<p>Full address including postcode for the Office and, if applicable, the Office's current LAA account number</p>

Public Law Category verification

An Applicant which is notified of our intention to award them a 2018 Contract to conduct Contract Work in the Public Law Category of Law must be able to demonstrate it meets the following minimum 2018 Contract requirements by 23:59 on 10 May 2023:

Verification which will be requested from all Applicants who are successful in tendering to deliver Public Law Contract Work	
What the LAA will verify	What evidence will be required
The Applicant holds appropriate authorisation to deliver legal services from a Relevant Professional Body See paragraph 2.18 for further information	Confirmation of the Applicant's SRA or BSB number or CILEx Regulation ID Where, in accordance with paragraph 2.18, transitional provisions apply to an Applicant, they must confirm this in their verification response
The Applicant holds a valid Quality Standard See paragraph 2.8 – 2.17 for further information on Quality Standards	Lexcel Certificate or SQM Certificate, valid at 1 September 2023. Where the Applicant has passed the desktop SQM audit only, a copy of the relevant letter of confirmation must be provided
The Applicant employs at least one PTE Supervisor that meets the requirements of the Contract and the Supervisor Standard in the Public Law Category of Law	At least one compliant Supervisor Declaration Form for each Supervisor in the Public Law Category of Law. As set out at paragraph 2.26 of the 2018 Contract Specification, a Supervisor may supervise at a maximum of two Offices or across two Providers with one Office each
The Applicant meets the one PTE Supervisor: two FTE caseworkers ratio at each Office delivering Public Law Contract Work under the Face to Face Contract	A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date
Each Office from which the Applicant is applying to conduct Contract Work is in the relevant Procurement Area and is at least a Part Time Presence	Full address including postcode for the Office and, if applicable, the Office's current LAA account number
The Applicant employs at least one PTE Authorised Litigator with experience of delivering Public Law cases	Authorised Litigator name and roll number

Family Mediation Category verification

An Applicant which is notified of our intention to award them a 2018 Contract to conduct Contract Work in the Family Mediation Category of Law must be able to demonstrate it meets the following minimum 2018 Contract requirements by 23:59 on 10 May 2023:

Verification which will be requested from all Applicants who are successful in tendering to deliver Family Mediation Contract Work	
What the LAA will verify	What evidence will be required
Any Mediator undertaking Mediation Contract Work will be employed by the Applicant and will hold Family Mediation Council Accreditation	Certificate of accreditation which is valid at 1 September 2023 for at least one Mediator employed by the Applicant
The Applicant employs or has formal arrangements in place with a Supervisor who meets the Family Mediation Supervisor Standard	At least one compliant Supervisor Declaration Form for each Supervisor in the Family Mediation Category of Law <u>plus</u> a copy of the formal arrangements where the Applicant does not employ the Supervisor

The Applicant has an Office in England or Wales	Full address including postcode for the Office and, if applicable, the Office's current LAA account number
Verification which will be requested from Applicants who confirm during verification that they wish to deliver Family Mediation Contract Work from Outreach locations, in accordance with paragraph 2.32	
What the LAA will verify	What evidence will be required
Each Outreach location is located in England and Wales.	Full address including postcode for the Outreach

In the Family Mediation Category, only the Applicant's Office will be issued with an account number and Schedule. Outreach locations will be listed on the Applicant's Office Schedule.

Education Category verification

An Applicant which is notified of our intention to award them a 2018 Contract to conduct Contract Work in the Education Category of Law must be able to demonstrate it meets the following minimum 2018 Contract requirements by 23:59 on 10 May 2023:

Verification which will be requested from all Applicants who are successful in tendering to deliver Education Contract Work	
What the LAA will verify	What evidence will be required
The Applicant holds appropriate authorisation to deliver legal services from a Relevant Professional Body See paragraph 2.17 for further information	Confirmation of the Applicant's SRA or BSB number or CILEx Regulation ID Where, in accordance with paragraph 2.17, transitional provisions apply to an Applicant, they must confirm this in their verification response
The Applicant holds a valid Quality Standard See paragraph 2.8– 2.16 for further information on Quality Standards	Lexcel Certificate or SQM Certificate, valid at 1 September 2023. Where the Applicant has passed the desktop SQM audit only, a copy of the relevant letter of confirmation must be provided
The Applicant employs at least one PTE Supervisor that meets the Education Category-specific requirements of the Contract and either the Supervisor Standard or the Transitional Supervisor Standard.	At least one compliant Supervisor Declaration Form/Transitional Supervisor Declaration Form for each Supervisor in the Education Category of Law As set out at paragraph 2.23 of the 2018 Contract Specification, a Supervisor may supervise at a maximum of two Offices or across two Providers with one Office each
The Applicant meets the one PTE Supervisor: two FTE caseworkers ratio at each Office delivering Education Contract Work under the 2018 Contract	A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date
Each Office from which the Applicant is applying to conduct Contract Work is in the relevant Procurement Area and is at least a Part-time Presence.	Full address including postcode for the Office and, if applicable, the Office's current LAA account number

The Applicant has access to an Authorised Litigator with experience of delivering Education cases	Authorised Litigator name and roll number
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Discrimination Category verification

An Applicant which is notified of our intention to award them a 2018 Contract to conduct Contract Work in the Discrimination Category of Law must be able to demonstrate it meets the following minimum 2018 Contract requirements by 23:59 on 10 May 2023:

Verification which will be requested from all Applicants who are successful in tendering to deliver Discrimination Contract Work	
What the LAA will verify	What evidence will be required
<p>The Applicant holds appropriate authorisation to deliver legal services from a Relevant Professional Body</p> <p>See paragraph 2.17 for further information</p>	<p>Confirmation of the Applicant's SRA or BSB number or CILEx Regulation ID</p> <p>Where, in accordance with paragraph 2.17, transitional provisions apply to an Applicant, they must confirm this in their verification response</p>
<p>The Applicant holds a valid Quality Standard</p> <p>See paragraph 2.8– 2.16 for further information on Quality Standards</p>	<p>Lexcel Certificate or SQM Certificate, valid at 1 September 2023.</p> <p>Where the Applicant has passed the desktop SQM audit only, a copy of the relevant letter of confirmation must be provided</p>
<p>The Applicant employs at least one PTE Supervisor that meets the Discrimination Category-specific requirements of the Contract and either the Supervisor Standard or the Transitional Supervisor Standard.</p>	<p>At least one compliant Supervisor Declaration Form/Transitional Supervisor Declaration Form for each Supervisor in the Discrimination Category of Law</p> <p>As set out at paragraph 2.23 of the 2018 Contract Specification, a Supervisor may supervise at a maximum of two Offices or across two Providers with one Office each</p>
<p>The Applicant meets the one PTE Supervisor: two FTE caseworkers ratio at each Office Discrimination Contract Work under the 2018 Contract</p>	<p>A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date</p>
<p>Each Office from which the Applicant is applying to conduct Contract Work is in the relevant Procurement Area and is at least a Part-Time Presence.</p>	<p>Full address including postcode for the Office and, if applicable, the Office's current LAA account number</p>
<p>The Applicant has access to an Authorised Litigator with experience of delivering Discrimination cases</p>	<p>Authorised Litigator name and roll number</p>