

## 2024 STANDARD CIVIL CONTRACT: DISCRIMINATION CATEGORY-SPECIFIC INFORMATION: ADDITIONAL PROCUREMENT

This document contains:

1. Procurement Areas
2. Matter Starts
3. Category-Specific Requirements
4. Verification Requirements
5. ITT questions and assessment

### 1. Procurement Areas

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>

Procurement Area	Local Authorities included in the Procurement Area
Midlands and East	Amber Valley Borough Council Ashfield District Council Babergh District Council Basildon Borough Council Bassetlaw District Council Bedford Borough Council Birmingham City Council Blaby District Council Bolsover District Council Boston Borough Council Braintree District Council Breckland District Council Brentwood Borough Council Broadland and South Norfolk District Council Bromsgrove District Council Broxbourne Borough Council Broxtowe Borough Council

Cannock Chase District Council
Cambridge City Council
Central Bedfordshire Council
Castle Point Borough Council
Charnwood Borough Council
Chelmsford City Council
Chesterfield Borough Council
City of Lincoln Council
Colchester Borough Council
Colchester City Council
Coventry City Council
Dacorum Borough Council
Derby City Council
Derbyshire Dales District Council
Dudley Metropolitan Borough Council
East Cambridgeshire District Council
East Hertfordshire District 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 Council
Hertsmere Borough Council
High Peak Borough Council
Hinckley and Bosworth Borough Council
Huntingdonshire District Council
Ipswich City Council
Leicester City Council

Lichfield District Council
Luton Borough Council
Maldon District Council
Mansfield District Council
Malvern Hills 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 District Council
North Kesteven District Council
North Norfolk District Council
North Warwickshire Borough Council
North West Leicestershire District Council
Nottingham City Council
North Northamptonshire Council
Norwich 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
Sandwell Metropolitan Borough Council
Shropshire Council
Solihull Metropolitan Borough Council
South Cambridgeshire District Council
South Derbyshire District Council
South Holland District Council
South Kesteven District Council
South Staffordshire District Council
Southend-on-Sea City Council
St Albans City Council

	Stafford Borough Council Staffordshire Moorlands District Council Stevenage Borough Council Stoke-on-Trent City Council Stratford-on-Avon District Council Tamworth Borough Council Telford & Wrekin Council Tendring District Council Three Rivers District Council Thurrock Council Uttlesford District Council Walsall Council Warwick District Council Walsall Metropolitan Borough Council Warwick District Council Watford Borough Council Welwyn Hatfield Borough Council West Lindsey District Council West Northamptonshire Council West Suffolk Council Wolverhampton City Council Worcester City Council Wychavon District Council Wyre Forest District Council
South West and Wales	Bournemouth, Christchurch and Poole Council Bristol City Council North Somerset Council Somerset Council South Gloucestershire Council Plymouth City Council Cornwall Council Council of the Isle of Scilly Torbay Council East Devon District Council

Exeter City Council
Mid Devon District Council
North Devon Council
South Hams District Council
Teignbridge District Council
Torridge District Council
West Devon Borough Council
Dorset Council
Cheltenham Borough Council
Cotswold District Council
Forest of Dean District Council
Gloucester City Council
Stroud District Council
Tewkesbury Borough Council
Bath and North East Somerset Council
Somerset Council
Swindon Borough Council
Wiltshire 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

	<p>Caerphilly County Borough Council  Monmouthshire County Council  Newport City Council  Torfaen County Borough Council  Carmarthenshire County Council  Pembrokeshire County Council</p>
<p>North</p>	<p>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 Council  Rotherham Metropolitan Borough Council  Sheffield City Council  Wakefield Metropolitan District Council  Darlington Borough Council  Durham County Council  Gateshead Borough Council  Hartlepool Borough Council  Middlesbrough Borough Council  Newcastle Upon Tyne City Council  North Tyneside Borough Council  Northumberland County Council  Redcar &amp; Cleveland Council  South Tyneside Borough Council  Stockton- on- Tees Council  Sunderland City Council  Knowsley Metropolitan Borough Council</p>

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  
Cumberland 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  
Westmoreland and Furness District Council  
Wyre Council  
Wigan Metropolitan Borough Council

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 Adur District Council
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Arun District Council  
Ashford Borough Council  
Basingstoke and Deane Borough Council  
Bracknell Forest Borough Council  
Brighton and Hove City Council  
Buckinghamshire County Council  
Canterbury City Council  
Cherwell District Council  
Chichester District Council  
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 Council  
Gosport Borough Council  
Gravesham Borough Council  
Guildford Borough Council  
Hampshire County Council  
Hart District Council  
Havant Borough Council  
Hastings Borough Council  
Horsham District Council  
Isle of Wight Council  
Kings Lynn and West Norfolk Borough Council  
Lewes District Council  
Maidstone Borough Council  
Medway Council  
Mid Sussex District Council  
Milton Keynes Council  
Mole Valley District Council

New Forest District Council
Oxford City Council
Portsmouth City Council
Reading Borough Council
Reigate and Banstead Borough Council
Rother District Council
Runnymede District Council
Rushmoor Borough Council
Sevenoaks District Council
Slough Borough Council
South Oxfordshire District Council
Southampton City 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

## 2. Matter Starts (MS)

<b>Matter Start Allocation</b>	<b>Lot-specific additional quality requirements/ powers</b>
100	N/A

### 3. Category-Specific Requirements

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

<b>Requirements which all Applicants responding to the Discrimination ITT must meet by the Contract Start Date</b>
<b>Supervisor</b>
By Contract Start Date the Applicant will employ PTE Supervisors who will actively supervise the Services tendered for in the Discrimination Category of Law.  By Contract Start Date the Applicant will employ one PTE Supervisor: two FTE Caseworkers ratio at each Office from which it is tendering to deliver Services in the Discrimination Category of Law.
<b>Office Presence</b>
By Contract Start Date the Applicant will have an Office in every Procurement Area tendered for that meets at least a Part-Time Presence definition.
<b>Authorised Litigator</b>
By Contract Start Date the Applicant will have access to an Authorised Litigator with experience of carrying out cases in Discrimination.

### 4. Verification Requirements

An Applicant which is notified of our intention to award them a 2024 Contract to conduct Contract Work in the Discrimination Category of Law must be able to demonstrate it meets the following minimum 2024 Contract requirements by 23:59 on 8 July 2024:

<b>Verification which will be requested from all Applicants who are successful in tendering to deliver Discrimination Contract Work</b>	
What the LAA will verify	What evidence will be required

<p>By Contract Start Date the Applicant will have been granted appropriate authorisation by a relevant legal sector regulator where required under the Legal Services Act 2007.</p> <p>See paragraph 2.27 of the Award ITT ADD 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 2.27 of the Award ITT, transitional provisions apply to an Applicant, they must confirm this in their verification response.</p>
<p>By Contract Start Date the Applicant comply with the requirements set out in paragraph 2.22 of the Award ITT ADD in relation to Quality Standards.</p> <p>See paragraph 2.17 – 2.26 of the Award ITT ADD for further information on Quality Standards.</p>	<p>Lexcel Certificate or SQM Certificate, valid at 1 September 2024.</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>Where the Quality Standard is in place but due to expire prior to the Contract Start Date, the LAA will accept the current Quality Standard Certificate, along with confirmation in writing from the Quality Standard provider of the date of the scheduled re-audit <del>and that the Certificate will remain in force until the re-audit is complete.</del></p>
<p>By Contract Start Date the Applicant will employ PTE Supervisors who will actively supervise the Services tendered for in the Discrimination Category of Law.</p>	<p>Compliant Supervisor Declaration Forms for each Supervisor in the Discrimination Category of Law.</p>
<p>By Contract Start Date the Applicant will employ one PTE Supervisor: two FTE Caseworkers ratio at each Office from which it is tendering to deliver Services in the Discrimination Category of Law.</p>	<p>A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date.</p>
<p>By Contract Start Date the Applicant will have an Office in every Procurement Area tendered for that meets at least a Part-Time Presence definition.</p>	<p>Full address including postcode for the Office and, if applicable, the Office's current LAA account number.</p>
<p>By Contract Start Date the Applicant will have access to an Authorised Litigator with experience of carrying out cases in Discrimination.</p>	<p>Authorised Litigator name and roll number.</p>

**5. ITT Questions and Assessment**

**Section A – Bid details**

	Question	Response Type
<b>Note</b>	<p><b>Applicants tendering to deliver Discrimination Contract Work under a 2024 Contract must submit a response to the Selection Questionnaire ADD (ITT_1006) in addition to this ITT.</b></p> <p>When completing your ITT Response ADD 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 Office 1 is (or will be) based.	<p><b>Options List:</b></p> <p>London and South East</p> <p>Midlands and East</p> <p>South West and Wales</p> <p>North</p>
<b>Note</b>	<p><b>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 3.8 of the Award ITT ADD.</b></p>	
A.1.ii	Is the Applicant intending to deliver Contract Work in this Category of Law from another Office?	<p><b>Options List:</b></p> <p>Yes</p> <p>No</p>

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 8 July 2024.	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 8 July 2024.	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
<b>NOTE</b>	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?	<b>Options List:</b> Yes No (please go to Section C)

### Section C - Warranties and Declaration

By completing and submitting this ITT Response ADD, the Applicant confirms that it will meet the following requirements by the Contract Start Date to be awarded a 2024 Contract:

- by Contract Start Date will have been granted appropriate authorisation by a relevant legal sector regulator where required under the Legal Services Act 2007. For the avoidance of doubt this does not preclude non-solicitor entities from applying. Individuals applying to hold the 2024 Contract must have all necessary licences and authorisations to conduct Contract Work by the Contract Start Date; and
- by Contract Start Date will comply with the requirements set out in paragraph 2.22 of the Award ITT ADD in relation to Quality Standards; and
- by Contract Start Date will employ PTE Supervisors who will actively supervise the Services tendered for in the Discrimination Category of Law; and
- by Contract Start Date will employ one PTE Supervisor: two FTE Caseworkers ratio at each Office from which it is tendering to deliver Services in the Discrimination Category of Law; and
- by Contract Start Date will have an Office in every Procurement Area tendered for that meets at least a Part-Time Presence definition; and
- by Contract Start Date will have access to an Authorised Litigator with experience of carrying out cases in in the Discrimination Category of Law.

By completing and submitting this ITT Response ADD 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 ADD 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 ADD 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 ADD by 23.59 on 8 July 2024.

	Question	Response Type
C.1	Name of the individual making declaration on behalf of the Applicant	Free text

C.2	Status within the Applicant organisation	Free text
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