

2024 STANDARD CIVIL CONTRACT: EDUCATION 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 District 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

	<p>Stratford-on-Avon District Council Tamworth Borough Council Telford & Wrekin Council Tendring District Council Three Rivers District Council Thurrock Council Uttlesford 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</p>
South West and Wales	<p>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 Torrige District Council West Devon Borough Council</p>

	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 Caerphilly County Borough Council Monmouthshire County Council Newport City Council Torfaen County Borough Council Carmarthenshire County Council Pembrokeshire County Council
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 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 & Cleveland Council
South Tyneside Borough Council
Stockton- on- Tees 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
Cumberland Council
Blackburn with Darwen Council

	<p>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</p>
London and South East	<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 Westminster City Council Croydon London Borough Council Ealing London Borough Council Enfield London Borough Council Greenwich London Borough Council City of London Corporation</p>

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
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 District Council
Gosport Borough Council
Gravesham Borough Council
Guildford Borough 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
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2. Matter Starts (MS)

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

3. Category-Specific Requirements

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

Requirements which all Applicants responding to the Education ITT must meet by the Contract Start Date	
Supervisor	
By Contract Start Date the Applicant will employ PTE Supervisors who will actively supervise the Services tendered for in the Education 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 Education Category of Law.	
Office Presence	
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.	
Authorised Litigator	
By Contract Start Date the Applicant will have access to an Authorised Litigator with experience of carrying out cases in Education.	

4. Verification Requirements

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

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
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. See paragraph 2.27 of the Award ITT ADD for further information.	Confirmation of the Applicant’s SRA or BSB number or CILEx Regulation ID. Where, in accordance with paragraph 2.22 of the ITT IFA, transitional provisions apply to an Applicant, they must confirm this in their verification response.

<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 and that the Certificate will remain in force until the re-audit is complete.</p>
<p>By Contract Start Date the Applicant will employ PTE Supervisors who will actively supervise the Services tendered for in the Education Category of Law.</p>	<p>Compliant Supervisor Declaration Forms for each Supervisor in the Education 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 Education 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 Education.</p>	<p>Authorised Litigator name and roll number.</p>

5. ITT Questions and Assessment

Section A – Bid details

	Question	Response Type
Note	<p>Applicants tendering to deliver Education Contract Work under a 2024 Contract must submit a response to the Selection Questionnaire ADD (ITT_1006) in addition to this ITT.</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.	Options List: London and South East Midlands and East South West and Wales North
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 3.8 of the Award ITT ADD.	
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 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	Free text

	Procurement Area, please enter 'TBC'. This information must be provided by 23.59 on 8 July 2024.	
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)

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 Education 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 Education 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 Education.

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