

2024 STANDARD CIVIL CONTRACT: FAMILY MEDIATION CATEGORY-SPECIFIC INFORMATION: ADDITIONAL PROCUREMENT

This document contains:

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

1. Matter Starts (MS)

Matter Start Allocation	Lot-specific additional quality requirements/ powers
1	There is 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.

2. Category-Specific Requirements

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

Requirements which all Applicants responding to the Family Mediation ITT ADD 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
By Contract Start Date the Applicant will employ or have formal arrangements with a Supervisor who meets the Supervisor Standard in Mediation.
Office Presence
By Contract Start Date the Applicant will have an Office in England or Wales that meets the requirements of the Mediation Specification.
Mediators
By Contract Start Date the Applicant will employ at least one Mediator who meets the requirements to undertake Mediation as set out in the 2024 Contract.

Categories of Work
By Contract Start Date the Applicant will be willing and able to provide Family Mediation across all Categories of Work (Child Only, Property & Finance and All Issues)

3. Verification Requirements

An Applicant which is notified of our intention to award them a 2024 Contract to conduct Contract Work in the Family Mediation 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 Family Mediation Contract Work	
What the LAA will verify	What evidence will be required
By Contract Start Date the Applicant will be willing and able to provide Family Mediation across all Categories of Work (Child Only, Property & Finance and All Issues)	A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date.
By Contract Start Date the Applicant will employ at least one Mediator who meets the requirements to undertake Mediation as set out in the 2024 Contract.	Certificate of accreditation which is valid at 1 September 2024 for at least one Mediator employed by the Applicant.
By Contract Start Date the Applicant will employ or have formal arrangements with a Supervisor who meets the Supervisor Standard in Mediation.	Compliant Supervisor Declaration Forms 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.
By Contract Start Date the Applicant will have an Office in England or Wales that meets the requirements of the Mediation Specification.	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 2.41	
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.

4. ITT Questions and Assessment

Section A – Bid details

	Question	Response Type
Note	<p>Applicants tendering to deliver Family Mediation 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 ADD 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 8 July 2024.</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 8 July 2024.</p>	Free text
A.1.iv	If the Applicant currently delivers legal aid contract work from this Office please enter the LAA Account Number for this Office.	Free text

	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 a 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 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 – Warranties and Declaration

By completing and submitting this ITT ADD Response, the Applicant confirms that it will meet the following requirements by the Contract Start Date to be awarded a 2024 Contract and confirms it will evidence that it meets these requirements by 23:59 on 8 July 2024:

- by Contract Start Date will have an Office in England or Wales that meets the requirements of the Mediation specification; and
- by Contract Start Date will be willing and able to provide Family Mediation across all categories of Contract Work (Child Only, Property & Finance and All Issues); and
- by Contract Start Date will employ at least one Mediator who meets the requirements to undertake Mediation as set out in the 2024 Contract; and
- by Contract Start Date will employ or have formal arrangements with a Supervisor who meets the Supervisor Standard in Mediation.

By completing and submitting this ITT ADD 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 ADD 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 ADD 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 ADD Response 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