

2024 STANDARD CIVIL CONTRACT: MENTAL HEALTH CATEGORY-SPECIFIC INFORMATION: ADDITIONAL PROCUREMENT

This document contains:

1. Procurement Areas
2. Lots
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 Blaby District Council Bolsover District Council Birmingham City 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

	Cambridge City Council Cannock Chase District Council Castle Point Borough Council Central Bedfordshire Council Charnwood Borough Council Chelmsford City Council Chesterfield Borough Council City of Lincoln 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 King's Lynn and West Norfolk Borough Council Leicester City Council Lichfield District Council Luton Borough Council
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	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 District Council North Kesteven District Council North Norfolk District Council North Northamptonshire Council 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 Sandwell Metropolitan Borough Council Shropshire Council Solihull Metropolitan Borough Council South Staffordshire District Council South Cambridgeshire District Council South Derbyshire District Council South Holland District Council South Kesteven District Council Southend-on-Sea City Council St Albans City Council Stafford Borough Council Staffordshire Moorlands District Council Stratford-on-Avon District Council
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	<p>Stevenage Borough Council Stoke-on-Trent City Council Tamworth Borough Council Telford and Wrekin Council Tendring District Council Three Rivers District Council Thurrock Council Uttlesford District Council Walsall Metropolitan Borough Council Warwick District Council Warwickshire County 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>
North	<p>Barnsley Metropolitan Borough Council Blackburn with Darwen Council Blackpool Council Bolton Metropolitan Borough Council Burnley Borough Council Bury Metropolitan Borough Council Calderdale Metropolitan Borough Council Cheshire East Council Cheshire West and Chester Council Chorley Borough Council City of Bradford Metropolitan District Council City of York Council Cumberland Council Darlington Borough Council Doncaster Metropolitan Borough Council Durham County Council</p>

	East Riding of Yorkshire Council Fylde Borough Council Gateshead Borough Council Halton Borough Council Hartlepool Borough Council Hull City Council Hyndburn Borough Council Kirklees Metropolitan Borough Council Knowsley Metropolitan Borough Council Lancaster City Council Leeds City Council Liverpool City Council Manchester City Council Middlesbrough Borough Council Newcastle Upon Tyne City Council North East Lincolnshire Council North Lincolnshire Council North Tyneside Borough Council North Yorkshire County Council Northumberland County Council Oldham Metropolitan Borough Council Pendle Borough Council Preston City Council Redcar and Cleveland Council Ribble Valley Borough Council Rochdale Metropolitan Borough Council Rossendale Borough Council Rotherham Metropolitan Borough Council Salford City Council Sefton Metropolitan Borough Council Sheffield City Council South Ribble Borough Council South Tyneside Borough Council St. Helens Metropolitan Borough Council Stockport Metropolitan Borough Council Stockton-on-Tees Council
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	<p>Sunderland City Council Tameside Metropolitan Borough Council Trafford Metropolitan Borough Council Wakefield Metropolitan District Council Warrington Borough Council Westmorland and Furness Council West Lancashire Borough Council Wigan Metropolitan Borough Council Wirral Borough Council</p>
South and South East	<p>Barking and Dagenham London Borough Council Barnet London Borough Council Bexley London Borough Council Brent London Borough Council Brighton and Hove City 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</p>

	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 Adur District Council Arun District Council Ashford Borough Council Basingstoke and Deane Borough Council Bracknell Forest Borough 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 Hastings Borough Council Havant Borough Council Horsham District Council Isle of Wight Council Kings Lynn and West Norfolk Borough Council Lewes District Council
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	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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South West	<p>Bath and North East Somerset Council Bournemouth, Christchurch and Poole Council Bristol City Council Cheltenham Borough Council Cornwall Council Cotswold District Council Council of the Isle of Scilly Dorset Council East Devon District Council Exeter City Council Forest of Dean District Council Gloucester City Council Mid Devon District Council North Devon Council North Somerset Council Plymouth City Council Somerset Council South Gloucestershire Council South Hams District Council Stroud District Council Swindon Borough Council Teignbridge District Council Tewkesbury Borough Council Torbay Council Torrige District Council West Devon Borough Council Wiltshire Council</p>
Wales	<p>Blaenau Gwent County Borough Council Bridgend County Borough Council Caerphilly County Borough Council Carmarthenshire County Council Ceredigion County Council City of Cardiff Council Swansea Council Conway County Borough Council Denbighshire County Council</p>

	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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2. Lots

Lot	Lot value (MS)	Lot-specific additional quality requirements/ powers
Lot 1	300	Must have at least 1 FTE member of the Law Society's Mental Health Accreditation Scheme in each Procurement Area in which an Applicant bids.
Lot 2	500	Need to have at least 2 FTE members the Law Society's Mental Health Accreditation Scheme in each Procurement Area in which an Applicant bids.
Lot 3	700	Need to have at least 3 FTE members of the Law Society's Mental Health Accreditation Scheme in each Procurement Area in which an Applicant bids.

3. Category-Specific Requirements

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

Requirements which all Applicants responding to the Mental Health ITT ADD must meet by the Contract Start Date
Supervisor
By Contract Start Date the Applicant will employ FTE Supervisors who will actively supervise the Services tendered for in the Mental Health Category of Law.
By Contract Start Date the Applicant will employ one FTE Supervisor: four FTE Caseworkers ratio at each Office from which it is tendering to deliver Services in the Mental Health Category of Law.
Office Presence
By Contract Start Date the Applicant will have an Office in England or Wales that meets the Permanent Presence definition <u>and</u> in each Procurement Area from which it tenders the Applicant will have an Office which meets the Permanent Presence or Alternative Arrangements definition as set out at paragraph 9.5 of the Mental Health Category Specification.
Applicants must tender from at least one Permanent Presence Office in England and Wales. Where an Applicant bidding for Mental Health Contract Work 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 and, subject to validation of address details, will be added to the relevant Schedule.
Authorised Litigator
By Contract Start Date the Applicant will employ an Authorised Litigator who is available to assist with all Mental Health Services that the Applicant is tendering to deliver.
Requirements which Applicants submitting Individual Bids for Lot 1 must meet by the Contract Start Date
Accreditation
By Contract Start Date 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
By Contract Start Date 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
By Contract Start Date 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.

Applicants may rely on Supervisors or caseworkers when meeting the requirement to have members of the Law Society’s Mental Health Accreditation Scheme.

4. Verification Requirements

An Applicant which is notified of our intention to award them a 2024 Contract to conduct Contract Work in the Mental Health 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 Mental Health Contract Work	
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 2.22 of the ITT IFA, 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 and that the Certificate will remain in force until the re-audit is complete.</p>
<p>By Contract Start Date the Applicant will employ FTE Supervisors who will actively supervise the Services tendered for in the Mental Health Category of Law.</p>	<p>Compliant Supervisor Declaration Forms for each Supervisor in the Mental Health Category of Law.</p>
<p>By Contract Start Date the Applicant will employ one FTE Supervisor: four FTE Caseworkers ratio at each Office from which it is tendering to deliver Services in the Mental Health 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 England or Wales that meets the Permanent Presence definition <u>and</u> in each</p>	<p>Full address including postcode for the Office(s) and, if applicable, the Office(s) current LAA account number.</p>

Procurement Area from which it tenders the Applicant will have an Office which meets the Permanent Presence or Alternative Arrangements definition.	
By Contract Start Date the Applicant will employ an Authorised Litigator who is available to assist with all Mental Health Services that the Applicant is tendering to deliver.	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
By Contract Start Date 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.	<p>Certificate of accreditation which is valid at 1 September 2024 for the individual(s) that comprise the 1 FTE in each Procurement Area in which the Applicant has tendered for Lot 1.</p> <p>Applicants are encouraged to apply for accreditation or re-accreditation as early as possible.</p> <p>In respect of re-accreditation, the LAA will consider evidence of accreditation being in place where the Applicant can demonstrate that the application for re-accreditation has been submitted prior to accreditation expiring.</p>
Verification which will be requested from Applicants' successful Individual Bids for Lot 2	
What the LAA will verify	What evidence will be required
By Contract Start Date 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.	<p>Certificate of accreditation which is valid at 1 September 2024 for the individual(s) that comprise the 2 FTE in each Procurement Area in which the Applicant has tendered for Lot 2.</p> <p>Applicants are encouraged to apply for accreditation or re-accreditation as early as possible.</p> <p>In respect of re-accreditation, the LAA will consider evidence of accreditation being in place where the Applicant can demonstrate that the application for re-accreditation has been submitted prior to accreditation expiring.</p>
Verification which will be requested from Applicants' successful Individual Bids for Lot 3	
What the LAA will verify	What evidence will be required

<p>By Contract Start Date 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.</p>	<p>Certificate of accreditation which is valid at 1 September 2024 for the individual(s) that comprise the 3 FTE in each Procurement Area in which the Applicant has tendered for Lot 3.</p> <p>Applicants are encouraged to apply for accreditation or re-accreditation as early as possible.</p> <p>In respect of re-accreditation, the LAA will consider evidence of accreditation being in place where the Applicant can demonstrate that the application for re-accreditation has been submitted prior to accreditation expiring.</p>
<p>Verification which will be requested from Applicants who confirm during verification that they wish to deliver Mental Health Contract Work from additional locations.</p>	
<p>What the LAA will verify</p>	<p>What evidence will be required</p>
<p>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.</p>	<p>Full address including postcode for the Office and, if applicable, the Office's current LAA account number.</p>

5. ITT Questions and Assessment

Section A – Bid details

	Question	Response Type
<p>Note</p>	<p>Applicants tendering to deliver Mental Health 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 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>	

	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.	
NOTE	<p>In answer to question A.1.i Applicants must select which of the five Mental Health Procurement Areas they are tendering for.</p> <p>Applicants may bid once per Procurement Area. Where an Applicant 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.</p> <p>Applicants must tender to deliver Mental Health Contract Work from at least one 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.</p>	
A.1.i	Please confirm the Procurement Area(s) in which the Applicant is tendering to deliver Mental Health Contract Work.	Multi choice: Midlands and East North South and South East South West Wales
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: 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 Procurement Area, please enter 'TBC' This information must be provided by 23.59 on 8 July 2024.	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 a LAA Account Number for this Office please enter 'N/A'.	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 2024 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 - 300 Matter Starts Lot 2 – 500 Matter Starts Lot 3 – 700 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 – 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:

- 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 FTE Supervisors who will actively supervise the Services tendered for in the Mental Health Category of Law; and
- by Contract Start Date will employ one FTE Supervisor: four FTE Caseworkers ratio at each Office from which it is tendering to deliver Services in the Mental Health Category of Law; and
- by Contract Start Date will 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
- by Contract Start Date will employ an Authorised Litigator who is available to assist with all Mental Health Services that the Applicant is tendering to deliver; and
- where it is tendering for Lot 1, by Contract Start Date 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, by Contract Start Date 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, by Contract Start Date 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 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