

**2024 STANDARD CIVIL CONTRACT: IMMIGRATION AND ASYLUM (INCLUDING IRCs) CATEGORY-SPECIFIC INFORMATION:
ADDITIONAL PROCUREMENT**

This document contains:

1. Procurement Areas
2. Lots
3. Immigration Removal Centre locations and expected allocation of Contract Work at IRCs
4. Category-Specific Requirements
5. Verification Requirements
6. 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
London and South East England	Buckinghamshire County Council Milton Keynes Council Isle of Wight Council Portsmouth City Council Southampton City Council 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

Adur District Council
Arun District Council
Ashford Borough Council
Basingstoke and Deane Borough Council
Bracknell Forest Borough Council
Brighton and Hove City 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 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
Oxford City Council
Reading Borough Council
Reigate and Banstead Borough Council
Rother District Council
Rushmoor Borough Council
Runnymede Borough Council
Sevenoaks 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

	<p>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</p>
<p>Midlands and East of England</p>	<p>Amber Valley Council Ashfield District Council Babergh District Council Bassetlaw District Council Basildon Borough Council Bedford Borough Council Birmingham City Council Blaby District Council 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</p>

	<p>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 District Council Herefordshire 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</p>
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	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 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 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 Borough 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 and Wrekin Council Tendring District Council Three Rivers District Council
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	<p>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</p>
<p>North East, Yorkshire and the Humber</p>	<p>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 and Cleveland Council South Tyneside Borough Council Stockton-on-Tees Borough Council Sunderland City Council 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</p>

	<p>Hull City Council Kirklees Metropolitan Borough Council Leeds City Council North Lincolnshire Council North East Lincolnshire Council North Yorkshire 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>
<p>North West England</p>	<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 Cumberland 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</p>

	<p>Preston City Council Ribble Valley Borough Council Rochdale Metropolitan Borough Council Rossendale Borough Council Salford City Council Sefton Metropolitan Borough 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 Westmoreland and Furness Council Wigan Metropolitan Borough Council Wyre Council</p>
<p>South West England</p>	<p>Bath and North East Somerset Council Bournemouth, Christchurch and Poole Council Bristol City Council Cheltenham Borough Council Cornwall 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 Mid Devon District Council North Devon Council North Somerset Council Plymouth City Council Somerset West and Taunton Council South Gloucestershire Council South Hams District Council Somerset Council</p>

	<p>Stroud District Council Swindon Borough Council Teignbridge District Council Tewkesbury Borough Council Torbay Council Torridge District Council West Devon Borough Council Wiltshire Council</p>
Wales	<p>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 Swansea Council Torfaen County Borough Council Vale of Glamorgan Council Wrexham County Borough Council</p>

2. Lots

Lot	Lot value (M£)	Lot-specific additional quality requirements/ powers
Lot 1	100	N/A

Lot 2	350	<p>Must be able and willing to undertake the full range of controlled work <u>and</u> licensed work.</p> <p>May bid to deliver Detained Duty Advice Scheme (DDAS) and/or Detained Asylum Casework (DAC) Contract Work, however, where bidding to deliver DAC Contract Work Applicants must employ an Advanced Accredited Caseworker at the Office</p>
Lot 3	700	<p>Must be able and willing to undertake the full range of controlled work <u>and</u> licensed work.</p> <p>May bid to deliver DDAS and/or DAC Contract Work, however, where bidding to deliver DAC Contract Work Applicants must employ an Advanced Accredited Caseworker at the Office.</p>

By submitting a Tender, successful Applicants bidding in Lot 2 and/or Lot 3 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 a refugee camp), 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.

3. Immigration Removal Centre locations and expected allocation of Contract Work at IRCs

DDAS

IRC	Indicative annual Matter Starts to be distributed for follow on work arising from DDAS
Brook House	1404
Colnbrook	650
Derwentside	312
Harmondsworth	832

Tinsley House	312
Yarl's Wood	728
Heathrow Combined	N/A
Gatwick Combined	N/A
Campsfield	400
Haslar	400

DDAS currently operates at each of the following IRCs on the days stated however the following information is provided as an indication and is subject to change. Data is not currently available for two IRCs, Campsfield and Haslar. Applicants are also reminded of the potential impact of the Illegal Migration Act upon the scope of Contract Work deliverable under the 2024 Contract and the mode of delivery of Contract Work in IRCs. Contract amendments and publications with regard to the Illegal Migration Act will be published on the LAA website when available. 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
Campsfield	No information available						
Haslar	No information available						

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

DAC

DAC 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.

IRC	Indicative annual Matter Starts to be distributed for follow on work arising from DAC rota slots (where available)
Derwentside IRC	400
Yarl’s Wood IRC	600
Campsfield	500
Haslar	500
Heathrow Combined (Colnbrook IRC and Harmondsworth IRC)	2600
Gatwick Combined (Brook House IRC and Tinsley IRC)	600

4. Category-Specific Requirements

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

By Contract Start Date the Applicant will employ FTE Supervisors who will actively supervise the Services tendered for in the Immigration and Asylum 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 Immigration and Asylum Category of Law.
Office Presence
By Contract Start Date the Applicant will have an Office in every Procurement Area tendered for that meets the Permanent Presence definition.
Controlled Work
By Contract Start Date the Applicant will be able and willing to conduct the full range of Controlled Work in the Immigration and Asylum Category of Law.
Accreditation
By Contract Start Date all the Applicant's caseworkers delivering the Immigration and Asylum Services will be accredited by the Law Society's Immigration and Asylum Accreditation Scheme (IAAS).
Caseworkers
By Contract Start Date the Applicant's Offices from which it is tendering to deliver Immigration and Asylum Services will have at least one FTE IAAS Senior Caseworker employed for every two employed IAAS Trainee Caseworker Assistants/Casework Assistant FTE Caseworkers.
Requirement which Applicants submitting Individual Bids for Lot 2 and Lot 3 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.
Authorised Litigator
By Contract Start Date the Applicant will employ an Authorised Litigator for at least 17.5 hours per week, who will be available to each of its Offices to deliver Licensed Work.
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
By Contract Start Date at each of the IRCs for which it is tendering to deliver Immigration Services at, the Applicant will be able and willing to deliver Immigration Services for detained clients in accordance with the terms of the 2024 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
By Contract Start Date the Applicant will in respect of each IRC for which it is tendering have access to interpretation services at short notice to translate in any language required by a client.
DAC Contract Work Additional Accreditation
By Contract Start Date the Applicant will employ an Advanced Caseworker at the Office.
Requirement which Applicants tendering to deliver Contract Work at IRCs that house women (Yarl's Wood and Derwentside) must meet by the Contract Start Date

Female caseworker
By Contract Start Date the Applicant will, if tendering to deliver Contract Work at Yarl's Wood IRC and Derwentside IRC, employ at least one PTE female Senior Caseworker IAAS accredited staff member 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.

To deliver services in an IRC setting, Applicants must:

- be awarded and continue to hold a 2024 Contract to deliver Immigration and Asylum Contract Work;
- meet the IRC-specific requirements by the Contract Start Date (and provide evidence of this by 23:59 on 8 July 2024 or by no later than 23.59 on 22 July 2024); and
- tender to join the relevant IRC Rota(s) as part of the 2024 Contract ITT for Immigration and Asylum.

An Applicant will be able to tender to join IRC DDAS/DAC 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.

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

5. Verification Requirements

Applicants should note that 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 two 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.

An Applicant which is notified of our intention to award them a 2024 Contract to conduct Contract Work in the Immigration and Asylum 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 Immigration and Asylum 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, CILEX Regulation ID or OISC ID.</p> <p>As stated at paragraph 2.28 of the Award ITT ADD, Applicants solely regulated by the Office of the Immigration Services Commissioner ("OISC") are not eligible to bid in this procurement process for Contract Work in Lot 2 or Lots 3 unless they are permitted to carry out "reserved legal activities" under the Legal Services Act 2007.</p> <p>Evidence of OISC Regulation is acceptable for Lot 1 Individual Bids in this Category.</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 Immigration and Asylum Category of Law.</p>	<p>Compliant Supervisor Declaration Forms for each Supervisor in the Immigration and Asylum 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 Immigration and Asylum 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 the Permanent 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 all the Applicant's caseworkers delivering Immigration and Asylum Services will be accredited by the Law Society's Immigration and Asylum Accreditation Scheme (IAAS)</p>	<p>A LAA Contract Management visit will be conducted to confirm compliance within six months of the Contract Start Date.</p>

By Contract Start Date the Applicant's Offices from which it is tendering to deliver Immigration and Asylum Services will have at least one FTE IAAS Senior Caseworker employed for every two employed 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 2 and/or Lot 3	
What the LAA will verify	What evidence will be required
<p>The Applicant must be able and willing to undertake the full range of Licensed Work in the Immigration and Asylum Category of Law.</p> <p>By Contract Start Date the Applicant will employ an Authorised Litigator for at least 17.5 hours per week, an Authorised Litigator who will be available to each of its Offices to deliver Licensed Work.</p>	<p>Authorised Litigator name and roll number.</p> <p>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" under LSA and therefore able to conduct the full range of Licensed Work in the Immigration and Asylum Category of Law.</p>
Verification which will be requested from Applicants that successfully tender to deliver Immigration and Asylum Contract Work at any IRC	
What the LAA will verify	What evidence will be required
By Contract Start Date at each of the IRCs it is tendering to deliver Immigration Services at, the Applicant will be able and willing to deliver Immigration Services for detained clients in accordance with the terms of the 2024 Contract.	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 in respect of each IRC for which it is tendering have access to interpretation services at short notice to translate in any language required by a client.	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 IRC	
What the LAA will verify	What evidence will be required
By Contract Start Date the Applicant will, if tendering to deliver Contract Work at Yarl's Wood IRC and Derwentside IRC, employ at least one female Senior Caseworker IAAS accredited staff member who is deployed to delivering this service.	Certificate of accreditation which is valid at 1 September 2024 for the individual(s) that comprise the PTE staff member.
Verification which will be requested from Applicants that successfully tender to deliver Detained Asylum Casework (DAC) Contract Work at any IRC	

By Contract Start Date the Applicant will employ an IAAS accredited Advanced Caseworker at the Office related to the Individual Bid	Certificate of accreditation which is valid at 1 September 2024 for the individual(s) that comprise the FTE for the relevant Individual Bid.
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6. ITT Questions and Assessment

Section A – Bid details

	Question	Response Type
Note	<p>Applicants tendering to deliver Immigration and Asylum 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:
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 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	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 8 July 2024.	
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.2.i	Please confirm the Lot the Applicant wishes to deliver from this Office.	Options List: Lot 1 – 100 Matter Starts Lot 2 - 350 Matter Starts Lot 3 – 700 Matter Starts

NOTE	Contract Work in an IRC setting An Applicant may tender a maximum of once to deliver Immigration and Asylum Contract Work. 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. Applicants may tender in Lot 2 or in Lot 3 to deliver Detained Duty Advice Scheme (DDAS) and / or Detained Asylum Casework (DAC) and will be required to undertake the full range of controlled work and licensed work. To deliver DAC Contract Work additional accreditation is required. The Applicant must employ an Advanced Caseworker at the Office.	
A.3.i	Does the Applicant wish to tender to join IRC Rota(s) from any of its Offices?	Options List:

		Yes (Answer A.3.ii- A.3.v as applicable) No
NOTE	DDAS Rota – Bids in Lot 2 and Lot 3	
A.3.ii	Is the Applicant 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?	Options List: Yes (Answer A.3.iii) No
A.3.iii	Please confirm the IRC Rota(s) the Applicant wishes to join to deliver DDAS Contract Work.	Multi choice: Brook House IRC Campsfield IRC Colnbrook IRC Derwentside IRC Harmondsworth IRC Haslar IRC Tinsley House IRC Yarl's Wood IRC
NOTE	DAC Rota – Bids in Lot 2 and Lot 3	
A.3.iv	Is the Applicant 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?	Yes (Answer A.3.v) No
A.3.v	Please confirm the IRC Rota(s) the Applicant wishes to join to deliver DAC Contract Work.	Multi choice: Campsfield IRC Derwentside IRC

		Haslar IRC Yarl's Wood Heathrow Combined (Harmondsworth and Colnbrook IRCS) Gatwick Combined (Brook House and Tinsley House IRCS)
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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

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; 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 Immigration and Asylum 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 Immigration and Asylum Category of Law; and
- by Contract Start Date will have an Office in every Procurement Area tendered for that meets the Permanent Presence definition; and By Contract Start Date will be able and willing to conduct the full range of Controlled Work in the Immigration and Asylum Category of Law; and
- by Contract Start Date all the caseworkers delivering the Immigration and Asylum Services will be accredited by the Law Society's Immigration and Asylum Accreditation Scheme (IAAS); and
- by Contract Start Date the Offices from which it is tendering to deliver Immigration and Asylum Services will have at least one FTE IAAS Senior Caseworker employed for every two employed IAAS Trainee Caseworker Assistants/Casework Assistant FTE caseworkers; and
- where tendering for Lot 2 and/or, Lot 3, be able and willing to undertake the full range of Controlled Work and Licensed Work in the Immigration and Asylum Category of Law; and
- where it is tendering to deliver Contract Work at an IRC, by Contract Start Date at each of the IRCs for which it is tendering to deliver Immigration Services at, will be able and willing to deliver Immigration Services for detained clients in accordance with the terms of the 2024 Contract; and
- where it is tendering to deliver Contract Work at an IRC, by Contract Start Date will have capacity to offer the IRC at least ten appointments at each DDA onsite surgery for which it is tendering; and
- where it is tendering to deliver Contract Work at an IRC, by Contract Start Date will in respect of each IRC for which it is tendering, have access to interpretation services at short notice to translate in any language required by a client; and
- where it is tendering to deliver DAC Contract Work at an IRC by Contract Start Date will employ an IAAS accredited Advanced Caseworker at the Office; and;
- where tendering to deliver Contract Work at Yarl's Wood IRC and/or Derwentside IRC will employ at least one female IAAS accredited staff member who is deployed to delivering this service; 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 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