



2024 Standard Civil Contract: Procurement Passporting Principles

1.1 Passporting definition

Applicants that tendered and did not successfully complete the tender verification process, for some or all Categories of Law during any previous 2024 Standard Civil Contract procurement processes, are now able to register their intention to continue with their Tender and will not need to complete all stages unless they wish to make changes to their Tender. This is known as the 'passporting' process.

1.2 Passport eligibility

Organisations that previously tendered for a 2024 Standard Civil Contract but were unsuccessful will be given the opportunity to "passport" their Tender where rejection related solely to a failure to provide compliant tender verification information by the relevant deadline. This will only be applied when all the following conditions are met:

- an Applicant's contract award was withdrawn because it failed to verify its Tender; and
- the Selection Questionnaire (SQ) Response remains the same as the original submission(s) for the 2024 Standard Civil Contract (which opened on 13 September 2023 or 18 March 2024); and
- there are no changes to the original Tender.

There is no obligation to enter into the passporting process.

For the avoidance of doubt ALL other scenarios will require applicants to submit a NEW Tender, full details on this process can be access via: [Re-opening: 2024 Standard Civil Contract Procurement Process - GOV.UK](#).

1.3 Passporting conditions

Applicants will not be permitted to make any amendments to their original Tender.

If the Applicant withdrew any Categories of Law from its Tender during the earlier 2024 Standard Civil Contract procurement processes they may only continue with the remaining Categories of Law and Offices.

1.4 Passporting process

1.4.1 Applicant responsibilities:

An Applicant must confirm their intention to passport by completing the [Passporting Request form](#) and returning it via the SQ ITT 887 (2024 Civil Tender) or SQ ITT 1006 (2024 Additional Tender) message board confirming that:

- it wishes for its original Tender to be passported; and

- there are **no** changes to its SQ Response; and
- attaches a copy of its 2024 Standard Civil Contract – Notification of Contract Award Decision letter.

Communication will only be accepted via the designated message boards.

Where Applicants submitted duplicate bids in both tenders (SQ ITT 887 and SQ ITT 1006) the Applicant must choose which Tender is passported.

The deadline for submission of the Passporting Request form is 23:59 31 January 2025. Passporting requests made after this date will be rejected. However, Applicants will have the opportunity to tender under the 2024 Standard Civil Contract (Re-Opening) procurement process [Re-opening: 2024 Standard Civil Contract Procurement Process - GOV.UK](#).

1.4.2 LAA responsibilities:

Upon receipt of the Passporting Request form, the LAA will verify eligibility and confirm formal acceptance into the passporting process within 5 working days.

Subsequently, further advice will be given on any outstanding verification required via the usual eTendering communication channels.

If Applicants are not accepted into the passporting process they will be eligible to submit a Tender under the 2024 Standard Civil Contract (Re-Opening) procurement process. Please refer to: [Re-opening: 2024 Standard Civil Contract Procurement Process - GOV.UK](#).

1.5 Verification process

- 1.5.1 The verification process followed will be in accordance with the procurement process under which Applicants originally submitted a Tender, save that the requirement to demonstrate compliance before the Contract Start Date shall not apply. There is no deadline for Tender Verification evidence or compliance, however, no contract documents can be issued until an Applicant's Tender is fully verified. For example, a Passported Applicant need not verify it had a Supervisor who met the relevant requirements at the Contract Start Date. It need only verify it has a Supervisor who meets the relevant requirements at the time of submission of its Verification information through the passporting process. Full details of Verification requirements under the previous procurement exercises can be found at:

Award ITT: [Procurement of Civil Legal Aid Services in England and Wales from 1 September 2024 Award ITT](#) and/or

Award ITT ADD: [Procurement of Civil Legal Aid Services in England and Wales from 1 September 2024 Award ITT](#)

- 1.5.2 Where an Applicant is accepted into the passporting process, previous Verification evidence submitted prior to 1 September 2024 will be re-assessed and Applicants will be notified which Verification information remains outstanding.
- 1.5.3 New and/or outstanding information submitted during the passporting process will be subject to the Verification process outlined in paragraph 1.5.1.

1.5.4 Some passported elements of verification are subject to expiry dates (e.g. Case examples required for Supervisor forms, Quality Standard or Accreditation certification will need to be valid at the Service Commencement Date relevant to the Applicant). Applicants may be required to re-submit some evidence where any relevant time period has expired. This will be managed on a case-by-case basis and Applicants will be informed directly where this applies and whether updated, current evidence is required for completion of Verification.

1.5.5 **Applicants are strongly advised to engage with the Verification process as soon possible and submit Verification information at the earliest opportunity.**

1.5.6 Passporting will be divided into two groups:

1 – passporting applications accepted by LAA and compliant Verification information submitted by 23:59 16 December 2024 (“Stage 1 Verification”).

2 – passporting applications accepted by LAA and compliant Verification information submitted from 17 December 2024 (“Stage 2 Verification”).

1.6 **Contract Award principles**

1.6.1 The LAA intends to award contracts under this process to commence as soon as possible after the Verification process is complete. Inaccurate or incomplete evidence may delay the issuing of a contract.

1.6.2 Following notification that Applicants have successfully passed Verification through the passporting process, the Service Commencement Date (when contracted Providers can commence Contract Work under the 2024 Standard Civil Contract) will be the first day of the following month and Immigration Removal Centre (IRC) rota eligibility and inclusion, where applicable, will be the month after. For example (this is indicative ONLY):

Example	Notification of successful Tender	Service Commencement Date	IRC Rota Inclusion (where applicable)
1	20 December 2024	1 January 2025	1 February 2025
2	6 January 2025	1 February 2025	1 March 2025
3	10 February 2025	1 March 2025	1 April 2025

1.7 **Timetable**

Activity	Timescale
Applicant applies to be passported	From 4 December 2024 To 23:59 31 January 2025
LAA notify acceptance into the passporting process	From 4 December 2024
Verification information submission	From 5 December 2024
<u>Deadline Stage 1 Verification</u>	23:59 on 16 December 2024
Stage 2 Verification	From 17 December 2024

Notification Applicant has successfully passed Verification and Service Commencement Date	Stage 1 – From 1 January 2025 Stage 2 – From 1 February 2025
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