

**2024 STANDARD CIVIL CONTRACT: PROCUREMENT: FAMILY MEDIATION CATEGORY-SPECIFIC INFORMATION (RE-OPENING)**

This document contains:

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

**1. Matter Starts (MS)**

<b>Matter Start Allocation</b>	<b>Lot-specific additional quality requirements/ powers</b>
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 2024 Standard Civil Contract (Re-Opening) Family Mediation ITT must commit to meeting the following requirements by the Service Commencement Date as applicable:

<b>Requirements which all Applicants responding to the 2024 Standard Civil Contract (Re-Opening) Family Mediation ITT must meet by the Service Commencement Date</b>
Individual Mediator membership
Any Mediator undertaking Mediation Contract Work will be employed and will hold Family Mediation Council Accreditation.
Supervisor
By Service Commencement Date the Applicant will employ or have formal arrangements with a Supervisor who meets the Supervisor Standard in Mediation.
Office Presence
By Service Commencement Date the Applicant will have an Office in England or Wales that meets the requirements of the Mediation Specification.
Mediators

By Service Commencement Date the Applicant will employ at least one Mediator who meets the requirements to undertake Mediation as set out in the 2024 Civil Contract.
<b>Categories of Work</b>
By Service Commencement 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 Civil Contract to conduct Contract Work in the Family Mediation Category of Law must be able to demonstrate it meets the following minimum 2024 Civil Contract requirements by the Service Commencement Date:

<b>Verification which will be requested from all Applicants who are successful in tendering to deliver Family Mediation Contract Work</b>	
<b>What the LAA will verify</b>	<b>What evidence will be required</b>
By Service Commencement 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 Service Commencement Date.
By Service Commencement Date the Applicant will employ at least one Mediator who meets the requirements to undertake Mediation as set out in the 2024 Civil Contract.	Certificate of accreditation which is valid at the Service Commencement Date for at least one Mediator employed by the Applicant.
By Service Commencement 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 Service Commencement 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 10.7 of the 2024 Civil Application Guide (Re-Opening)**

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
<b>Note</b>	<p><b>Applicants tendering to deliver Family Mediation Contract Work under a 2024 Civil Contract must submit a response to the 2024 Standard Civil Contract (Re-Opening) Selection Questionnaire (itt_1043) in addition to this ITT.</b></p> <p>When completing your 2024 Standard Civil Contract (Re-Opening) 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> <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 before the LAA can issue contract documentation.</p>	Free text

	<b>Question</b>	<b>Response Type</b>
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 before the LAA can issue contract documentation.</p>	Free text
A.1.iv	<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 a LAA Account Number for this Office please enter 'N/A'.</p>	Free text
<b>Note</b>	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**

	<b>Question</b>	<b>Response Type</b>
<b>NOTE</b>	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 the Legal Aid Sentencing and Punishment of Offenders Act 2012.	

### **Section C – Warranties and Declaration**

By completing and submitting this 2024 Standard Civil Contract (Re-Opening) ITT Response, the Applicant confirms that it will meet the following requirements by the Service Commencement Date to be awarded a 2024 Civil Contract and confirms it will evidence that it meets these requirements by the Service Commencement Date:

- by Service Commencement Date will have an Office in England or Wales that meets the requirements of the Mediation specification; and
- by Service Commencement 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 Service Commencement Date will employ at least one Mediator who meets the requirements to undertake Mediation as set out in the 2024 Civil Contract; and
- by Service Commencement Date will employ or have formal arrangements with a Supervisor who meets the Supervisor Standard in Mediation.

By completing and submitting this 2024 Standard Civil Contract (Re-Opening) ITT 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 2024 Standard Civil Contract (Re-Opening) ITT 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 2024 Standard Civil Contract (Re-Opening) ITT 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 2024 Standard Civil Contract (Re-Opening) ITT Response in order to be awarded a 2024 Standard Civil Contract. I understand that the longer I take to pass a desktop audit may delay the Verification process and the Service Commencement Date.

	<b>Question</b>	<b>Response Type</b>
C.1	Name of the individual making declaration on behalf of the Applicant	Free text
C.2	Status within the Applicant organisation	Free text