

## 2024 STANDARD CIVIL CONTRACT: PROCUREMENT: DISCRIMINATION CATEGORY-SPECIFIC INFORMATION (RE-OPENING)

This document contains:

1. Procurement Areas
2. Matter Starts
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 Birmingham City Council Blaby District Council Bolsover District 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

Procurement Area	Local Authorities included in the Procurement Area
	Broxtowe Borough Council Cannock Chase District Council Cambridge City Council Central Bedfordshire Council Castle Point Borough Council Charnwood Borough Council Chelmsford City Council Chesterfield Borough Council City of Lincoln Council Colchester Borough 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 Council Herefordshire Council Hertsmere Borough Council High Peak Borough Council Hinckley and Bosworth Borough Council Huntingdonshire District Council

Procurement Area	Local Authorities included in the Procurement Area
	Ipswich City Council Leicester City Council Lichfield District Council Luton Borough Council Maldon District Council Mansfield District Council Malvern Hills 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 Warwickshire Borough Council North West Leicestershire District Council Nottingham City Council North Northamptonshire Council Norwich 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

Procurement Area	Local Authorities included in the Procurement Area
	South Kesteven District Council South Staffordshire District Council Southend-on-Sea City Council St Albans City 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 & Wrekin Council Tendring District Council Three Rivers District Council Thurrock Council Uttlesford District Council Walsall Council Warwick District Council Walsall Metropolitan Borough Council Warwick District 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
South West and Wales	Bournemouth, Christchurch and Poole Council Bristol City Council North Somerset Council Somerset Council South Gloucestershire Council

Procurement Area	Local Authorities included in the Procurement Area
	Plymouth City Council Cornwall Council Council of the Isle of Scilly Torbay Council East Devon District Council Exeter City Council Mid Devon District Council North Devon Council South Hams District Council Teignbridge District Council Torridge District Council West Devon Borough Council Dorset Council Cheltenham Borough Council Cotswold District Council Forest of Dean District Council Gloucester City Council Stroud District Council Tewkesbury Borough Council Bath and North East Somerset Council Somerset Council Swindon Borough Council Wiltshire Council Bridgend County Borough Council City of Cardiff Council Vale of Glamorgan Council Ceredigion County Council Powys County Council City and County of Swansea Council Neath Port Talbot County Borough Council Denbighshire County Council Flintshire County Council Wrexham County Borough Council

Procurement Area	Local Authorities included in the Procurement Area
	Conwy County Borough Council Gwynedd County Council Isle of Anglesey County Council Merthyr Tydfil County Borough Council Rhondda Cynon Taff County Borough Council Blaenau Gwent County Borough Council Caerphilly County Borough Council Monmouthshire County Council Newport City Council Torfaen County Borough Council Carmarthenshire County Council Pembrokeshire County Council
North	Barnsley Metropolitan Borough Council City of Bradford Metropolitan District Council Calderdale Metropolitan Borough Council Hull City Council Doncaster Metropolitan Borough Council East Riding of Yorkshire Council Kirklees Metropolitan Borough Council Leeds City Council North East Lincolnshire Council North Lincolnshire Council City of York Council North Yorkshire Council Rotherham Metropolitan Borough Council Sheffield City Council Wakefield Metropolitan District Council Darlington Borough Council Durham County Council Gateshead Borough Council Hartlepool Borough Council Middlesbrough Borough Council

Procurement Area	Local Authorities included in the Procurement Area
	Newcastle Upon Tyne City Council North Tyneside Borough Council Northumberland County Council Redcar & Cleveland Council South Tyneside Borough Council Stockton- on- Tees Council Sunderland City Council Knowsley Metropolitan Borough Council Liverpool City Council Sefton Metropolitan Borough Council St Helens Metropolitan Borough Council Wirral Borough Council Bolton Metropolitan Borough Council Bury Metropolitan Borough Council Cheshire East Council Cheshire West and Chester Council Cumberland Council Blackburn with Darwen Council Burnley Borough Council Hyndburn Borough Council Pendle Borough Council Ribble Valley Borough Council Rossendale Borough Council Manchester City Council Oldham Metropolitan Borough Council Rochdale Metropolitan Borough Council Salford City Council Stockport Metropolitan Borough Council Tameside Metropolitan Borough Council Trafford Metropolitan Borough Council Halton Borough Council Warrington Borough Council

Procurement Area	Local Authorities included in the Procurement Area
	Blackpool Council Chorley Borough Council Fylde Borough Council Lancaster City Council Preston City Council South Ribble Borough Council West Lancashire Borough Council Westmoreland and Furness District Council Wyre Council Wigan Metropolitan Borough Council
London and South East	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 Westminster City Council Croydon London Borough Council Ealing London Borough Council Enfield London Borough Council Greenwich London Borough Council City of London Corporation 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



Procurement Area	Local Authorities included in the Procurement Area
	<p>Richmond upon Thames London Borough Council  Lambeth London Borough Council  Lewisham London Borough Council  Merton London Borough Council Sutton London  Borough Council  Newham London Borough Council  Redbridge London Borough Council  Southwark London Borough Council  Tower Hamlets London Borough Council  Waltham Forest London Borough Council  Wandsworth London Borough Council  Adur District Council  Arun District Council  Ashford Borough Council  Basingstoke and Deane Borough Council  Bracknell Forest Borough Council  Brighton and Hove City 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 Council  Gosport Borough Council  Gravesham Borough Council</p>

Procurement Area	Local Authorities included in the Procurement Area
	<p>           Guildford Borough Council            Hampshire County Council            Hart District Council            Havant Borough Council            Hastings Borough Council            Horsham District Council            Isle of Wight Council            Kings Lynn and West Norfolk Borough Council            Lewes District Council            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         </p>

Procurement Area	Local Authorities included in the Procurement Area
	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

**2. Matter Starts (MS)**

Matter Start Allocation	Lot-specific additional quality requirements/ powers
100	N/A

**3. Category-Specific Requirements**

Applicants responding to the 2024 Standard Civil Contract (Re-Opening) Discrimination 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) Discrimination ITT must meet by the Service Commencement Date</b>	
<b>Supervisor</b>	<p>By Service Commencement Date the Applicant will employ PTE Supervisors who will actively supervise the Services tendered for in the Discrimination Category of Law.</p> <p>By Service Commencement Date the Applicant will employ one PTE Supervisor: two FTE Caseworkers ratio at each Office from which it is tendering to deliver Services in the Discrimination Category of Law.</p>
<b>Office Presence</b>	By Service Commencement Date the Applicant will have an Office in every Procurement Area tendered for that meets at least a Part-Time Presence definition.
<b>Authorised Litigator</b>	By Service Commencement Date the Applicant will have access to an Authorised Litigator with experience of carrying out cases in Discrimination.

#### **4. Verification Requirements**

An Applicant which is notified of our intention to award them a 2024 Civil Contract to conduct Contract Work in the Discrimination 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 Discrimination Contract Work</b>	
<b>What the LAA will verify</b>	<b>What evidence will be required</b>
<p>By Service Commencement 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 9.1 of the 2024 Civil Application Guide (Re-Opening) 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 9.3 of the 2024 Civil Application Guide (Re-Opening), transitional provisions apply to an Applicant, they must confirm this in their verification response.</p>

<p>By Service Commencement Date the Applicant will comply with the requirements set out in paragraph 8.6 of the 2024 Civil Application Guide (Re-Opening) in relation to Quality Standards.</p> <p>See paragraphs 8.1 – 8.10 of the 2024 Civil Application Guide (Re-Opening) for further information on Quality Standards.</p>	<p>Applicants who <b>intend</b> to hold the <b>SQM</b>:</p> <p>Must pass the desktop audit by the Service Commencement Date if they are to receive a 2024 Civil Contract. Where an Applicant takes longer to pass a desktop audit this may delay the Verification process and the Service Commencement Date.</p> <p>Fully pass the pre-quality mark SQM audit within 6 months of the Service Commencement Date.</p> <p>Applicants who <b>currently</b> hold the <b>SQM</b>:</p> <p>Must hold a valid accreditation that will be in force by the Service Commencement Date if they are to receive a 2024 Civil Contract. Where an Applicant takes longer to renew their SQM accreditation this may delay the Verification process and the Service Commencement Date.</p> <p>Applicants who <b>intend</b> to hold <b>Lexcel</b>:</p> <p>Must achieve Lexcel accreditation by the Service Commencement Date if they are to receive a 2024 Civil Contract. Where an Applicant takes longer to achieve Lexcel this may delay the Verification process and the Service Commencement Date.</p> <p>Applicants who <b>currently</b> hold <b>Lexcel</b>:</p> <p>Must hold</p> <ol style="list-style-type: none"> <li>i. A valid accreditation that will be in force by the Service Commencement Date if they are to receive a 2024 Civil Contract. Where an Applicant takes longer to renew their Lexcel accreditation this will delay the Verification process and the Service Commencement Date.</li> <li>ii. Where the Applicant’s Lexcel accreditation is due to expire within 3 months of their Tender they must provide written confirmation that they have an audit booked and will have</li> </ol>
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	achieved accreditation by the Service Commencement Date.
By Service Commencement Date the Applicant will employ PTE Supervisors who will actively supervise the Services tendered for in the Discrimination Category of Law.	Compliant Supervisor Declaration Forms for each Supervisor in the Discrimination Category of Law.
By Service Commencement Date the Applicant will employ one PTE Supervisor: two FTE Caseworkers ratio at each Office from which it is tendering to deliver Services in the Discrimination Category of Law.	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 have an Office in every Procurement Area tendered for that meets at least a Part-Time Presence definition.	Full address including postcode for the Office and, if applicable, the Office's current LAA account number.
By Service Commencement Date the Applicant will have access to an Authorised Litigator with experience of carrying out cases in Discrimination.	Authorised Litigator name and roll number.

## 5. ITT Questions and Assessment

### Section A – Bid details

	Question	Response Type
<b>Note</b>	<p><b>Applicants tendering to deliver Discrimination 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>	

	<b>Question</b>	<b>Response Type</b>
	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.	
A.1.i	Please confirm the Procurement Area in which Office 1 is (or will be) based.	<b>Options List:</b> London and South East Midlands and East South West and Wales North
<b>Note</b>	<b>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 6.10 of the Civil 2024 Application Guide (Re-Opening).</b>	
A.1.ii	Is the Applicant intending to deliver Contract Work in this Category of Law from another Office?	<b>Options List:</b> 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 before the LAA can issue contract documentation.	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 before the LAA can issue contract documentation.	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.	Free text

	Question	Response Type
	<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 LAA Account Number for this Office please enter 'N/A'.</p>	

### Section B - Miscellaneous Contract Work

	Question	Response Type
<b>NOTE</b>	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 the Legal Aid Sentencing and Punishment of Offenders Act 2012 (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?	<b>Options List:</b> Yes No

### 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:

- by Service Commencement 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 Civil Contract must have all necessary licences and authorisations to conduct Contract Work by the Service Commencement Date; and



- by Service Commencement Date will comply with the requirements set out in paragraph 8.6 of the Civil 2024 Application Guide (Re-Opening) in relation to Quality Standards; and
- by Service Commencement Date will employ PTE Supervisors who will actively supervise the Services tendered for in the Discrimination Category of Law; and
- by Service Commencement Date will employ one PTE Supervisor: two FTE Caseworkers ratio at each Office from which it is tendering to deliver Services in the Discrimination Category of Law; and
- by Service Commencement Date will have an Office in every Procurement Area tendered for that meets at least a Part-Time Presence definition; and
- by Service Commencement Date will have access to an Authorised Litigator with experience of carrying out cases in in the Discrimination Category of Law.

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