

2024 STANDARD CIVIL CONTRACT: PROCUREMENT: COMMUNITY CARE CATEGORY-SPECIFIC INFORMATION (RE-OPENING)

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
West Midlands	Birmingham City Council Bromsgrove District Council Cannock Chase District Council Coventry City Council Dudley Metropolitan Borough Council East Staffordshire Borough Council Herefordshire Council Lichfield District Council Malvern Hills District Council Newcastle under Lyme Borough Council North Warwickshire Borough Council Nuneaton and Bedworth Borough Council Redditch Borough Council Rugby Borough Council Sandwell Metropolitan Borough Council Shropshire Council

Procurement Area	Local Authorities included in the Procurement Area
	Solihull Metropolitan Borough Council South Staffordshire District Council Stafford Borough Council Staffordshire Moorlands District Council Stoke-on-Trent City Council Stratford-on-Avon District Council Tamworth Borough Council Telford and Wrekin Council Walsall Metropolitan Borough Council Warwick District Council Wolverhampton City Council Worcester City Council Wychavon District Council Wyre Forest District Council
Eastern	Babergh District Council Basildon Borough Council Bassetlaw District Council Bedford Borough Council Braintree District Council Breckland District Council Brentwood Borough Council Broadland and South Norfolk Council Broxbourne Borough Council Cambridge City Council Castle Point Borough Council Central Bedfordshire Council Chelmsford City Council Chesterfield Borough Council Colchester City Council Dacorum Borough Council East Cambridgeshire District Council East Hertfordshire District Council East Suffolk Council Epping Forest District Council

Procurement Area	Local Authorities included in the Procurement Area
	Fenland District Council Great Yarmouth Borough Council Harlow District Council Hertsmere Borough Council Huntingdonshire District Council Ipswich City Council Luton Borough Council King's Lynn and West Norfolk Borough Council Maldon District Council Mid Suffolk District Council North Hertfordshire District Council North Norfolk District Council Norwich City Council Peterborough City Council Rochford District Council South Cambridgeshire District Council Southend-on-Sea City Council St Albans City Council Stevenage Borough Council Tendring District Council Three Rivers District Council Thurrock Council Uttlesford District Council Walsall Council Warwick District Council Watford Borough Council Welwyn Hatfield Borough Council West Suffolk Council
East Midlands	Amber Valley Borough Council Ashfield District Council Blaby District Council Bolsover District Council Boston Borough Council Broxtowe Borough Council

Procurement Area	Local Authorities included in the Procurement Area
	Charnwood Borough Council City of Lincoln Council Derby City Council Derbyshire Dales District Council East Lindsey District Council Gedling Borough Council Harborough District Council High Peak Borough Council Hinckley and Bosworth Borough Council Leicester City Council Mansfield District Council Melton Borough Council Newark and Sherwood District Council North East Derbyshire District Council North Kesteven District Council North Northamptonshire Council North West Leicestershire District Council Nottingham City Council Oadby and Wigston Borough Council Rushcliffe Borough Council South Derbyshire District Council South Holland District Council South Kesteven District Council West Lindsey District Council West Northamptonshire Council
South West	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

Procurement Area	Local Authorities included in the Procurement Area
	<p>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 and County of Swansea Council City of Cardiff Council Conway County Borough Council Denbighshire County Council 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</p>

Procurement Area	Local Authorities included in the Procurement Area
	Pembrokeshire County Council Powys County Council Rhondda Cynon Taff County Borough Council Torfaen County Borough Council Vale of Glamorgan Council Wrexham County Borough Council
Yorkshire and Humberside	Barnsley Metropolitan Borough Council Calderdale Metropolitan Borough Council City of Bradford Metropolitan District Council City of York Council Doncaster Metropolitan Borough Council East Riding of Yorkshire Council Hull City Council Kirklees Metropolitan Borough Council Leeds City Council North East Lincolnshire Council North Lincolnshire Council North Yorkshire Council Rotherham Metropolitan Borough Council Sheffield City Council Wakefield Metropolitan District Council
North East	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 Council Sunderland City Council

Procurement Area	Local Authorities included in the Procurement Area
Merseyside	Knowsley Metropolitan Borough Council Liverpool City Council Sefton Metropolitan Borough Council St. Helens Metropolitan Borough Council Wirral Borough Council
North West	Blackburn with Darwen Council Blackpool Council Bolton Metropolitan Borough Council Burnley Borough Council Bury Metropolitan Borough Council Cheshire East Council Cheshire West and Chester Council Chorley Borough Council Cumberland Council Fylde Borough Council Halton Borough Council Hyndburn Borough Council Lancaster City Council Manchester City Council Oldham Metropolitan Borough Council Pendle Borough Council Preston City Council Ribble Valley Borough Council Rochdale Metropolitan Borough Council Rossendale Borough Council Salford City Council South Ribble Borough Council Stockport Metropolitan Borough Council Tameside Metropolitan Borough Council Trafford Metropolitan Borough Council West Lancashire Borough Council Westmorland and Furness District Council Warrington Borough Council Wigan Metropolitan Borough Council

Procurement Area	Local Authorities included in the Procurement Area
London	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

Procurement Area	Local Authorities included in the Procurement Area
South	Basingstoke and Deane Borough Council Bracknell Forest Borough Council Buckinghamshire County Council Cherwell District Council East Hampshire District Council Eastleigh Borough Council Fareham Borough Council Gosport Borough Council Hart District Council Havant Borough Council Isle of Wight Council Milton Keynes Council New Forest District Council Oxford City Council Portsmouth City Council Reading Borough Council Rushmoor Borough Council Slough Borough Council South Oxfordshire District Council Southampton City Council Test Valley Borough Council Vale of White Horse District Council West Berkshire Council West Oxfordshire District Council Winchester City Council Windsor and Maidenhead Borough Council Woking Borough Council Wokingham Borough Council
South East	Adur District Council Arun District Council Ashford Borough Council Brighton and Hove City Council Canterbury City Council Chichester District Council

Procurement Area	Local Authorities included in the Procurement Area
	<p> Crawley Borough Council Dartford Borough Council Dover District Council Eastbourne Borough Council Elmbridge Borough Council Epsom and Ewell Borough Council Erewash Borough Council Folkestone and Hythe District Council Gravesham Borough Council Guildford Borough Council Hastings Borough Council Horsham District Council Kings Lynn and West Norfolk Borough Council Lewes District Council Maidstone Borough Council Medway Council Mid Sussex District Council Mole Valley District Council Reigate and Banstead Borough Council Rother District Council Runnymede District Council Sevenoaks District Council Spelthorne Borough Council Surrey Heath Borough Council Swale Borough Council Tandridge District Council Thanet District Council Tonbridge and Malling Borough Council Tunbridge Wells Borough Council Waverley Borough Council Wealden District Council Worthing Borough Council </p>

2. Lots

Lot	Lot value (MS)	Lot-specific additional quality requirements/ powers
Lot 1	100	N/A
Lot 2	200	N/A

3. Category-Specific Requirements

Applicants responding to the 2024 Standard Civil Contract (Re-Opening) Community Care ITT must commit to meeting the following requirements by the Service Commencement Date as applicable:

Requirements which all Applicants responding to the 2024 Standard Civil Contract (Re-Opening) Community Care ITT must meet by the Service Commencement Date
<p>Supervisor</p> <p>By Service Commencement Date the Applicant will employ PTE Supervisors who will actively supervise the Services tendered for in the Community Care 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 Community Care Category of Law.</p>
<p>Office Presence</p> <p>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.</p>
<p>Authorised Litigator</p> <p>By Service Commencement 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.</p>

4. Verification Requirements

An Applicant which is notified of our intention to award them a 2024 Civil Contract to conduct Contract Work in the Community Care Category of Law must be able to demonstrate it meets the following minimum 2024 Civil Contract requirements by the Service Commencement Date:

Verification which will be requested from all Applicants who are successful in tendering to deliver Community Care Contract Work	
What the LAA will verify	What evidence will be required
<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 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 intend to hold the SQM:</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 currently hold the SQM:</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 intend to hold Lexcel:</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 currently hold Lexcel:</p> <p>Must hold</p> <ul style="list-style-type: none"> 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. 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 achieved accreditation by the Service Commencement Date.
<p>By Service Commencement Date the Applicant will employ PTE Supervisors who will actively supervise the Services tendered for in the Community Care Category of Law.</p>	<p>Compliant Supervisor Declaration Forms for each Supervisor in the Community Care 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 Community Care Category of Law.</p>	<p>A LAA Contract Management visit will be conducted to confirm compliance within six months of the Service Commencement Date.</p>
<p>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.</p>	<p>Full address including postcode for the Office and, if applicable, the Office's current LAA account number.</p>

By Service Commencement 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.	Authorised Litigator name and roll number.
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5. ITT Questions and Assessment

Section A – Bid details

	Question	Response Type
Note	<p>Applicants tendering to deliver Community Care 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.</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 Procurement Area in which this Office 1 is (or will be) based.	<p>Options List:</p> <ul style="list-style-type: none"> West Midlands Eastern East Midlands London South West

	Question	Response Type
		Wales Yorkshire & Humberside South North East Merseyside North West South East
Note	<p>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 6.10 of the 2024 Civil Application Guide (Re-Opening).</p>	
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 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 Office 1 please enter the LAA Account Number for this Office.	Free text

	Question	Response Type
	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'.	
A.2.i	Please confirm the Lot the Applicant wishes to deliver from this Office.	Options List: Lot 1 - 100 Matter Starts Lot 2 – 200 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 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?	Options List: 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 2024 Civil 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 Community Care 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 Community Care 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 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.

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.

	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