

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

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>

<b>Procurement Area</b>	<b>Local Authorities included in the Procurement Area</b>
<b>London and South East England</b>	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

Procurement Area	Local Authorities included in the Procurement Area
	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

Procurement Area	Local Authorities included in the Procurement Area
	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

Procurement Area	Local Authorities included in the Procurement Area
	<p>Test Valley Borough Council  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><b>Midlands and East of England</b></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</p>

Procurement Area	Local Authorities included in the Procurement Area
	<p>Central Bedfordshire Council  Charnwood Borough Council  Chelmsford City Council  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</p>

Procurement Area	Local Authorities included in the Procurement Area
	<p>Malvern Hills District Council  Mansfield 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 (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</p>

Procurement Area	Local Authorities included in the Procurement Area
	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 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
<b>North East, Yorkshire and the Humber</b>	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

Procurement Area	Local Authorities included in the Procurement Area
	<p>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  Hull City Council  Kirklees Metropolitan Borough Council  Leeds City Council  North Lincolnshire Council  North East Lincolnshire Council  North Yorkshire Council  Richmondshire District Council  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 style="text-align: right;">Rotherham</p>
<p><b>North West  England</b></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</p>



<b>Procurement Area</b>	<b>Local Authorities included in the Procurement Area</b>
	<p> 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  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>
<b>South West England</b>	<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 </p>

Procurement Area	Local Authorities included in the Procurement Area
	<p>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  Stroud District Council  Swindon Borough Council  Teignbridge District Council  Tewkesbury Borough Council  Torbay Council  Torrige District Council  West Devon Borough Council  Wiltshire Council</p>
<p><b>Wales</b></p>	<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</p>

Procurement Area	Local Authorities included in the Procurement Area
	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

## 2. Lots

Lot	Lot value (MS)	Lot-specific additional quality requirements/ powers
Lot 1	100	N/A
Lot 2	350	Must be able and willing to undertake the full range of controlled work <u>and</u> licensed work.  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.
Lot 3	700	Must be able and willing to undertake the full range of controlled work <u>and</u> licensed work.  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.

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 2023 upon the scope of Contract Work deliverable under the 2024 Civil Contract and the mode of delivery of Contract Work in IRCs. Contract amendments and publications with regard to the Illegal Migration Act 2023 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 <sup>nd</sup> )	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.

<b>IRC</b>	<b>Indicative annual Matter Starts to be distributed for follow on work arising from DAC rota slots (where available)</b>
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 2024 Standard Civil Contract (Re-Opening) Immigration and Asylum 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) Immigration and Asylum ITT must meet by the Service Commencement Date</b>
<b>Supervisor</b>
By Service Commencement Date the Applicant will employ FTE Supervisors who will actively supervise the Services tendered for in the Immigration and Asylum Category of Law.  By Service Commencement 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.
<b>Office Presence</b>
By Service Commencement Date the Applicant will have an Office in every Procurement Area tendered for that meets the Permanent Presence definition.
<b>Controlled Work</b>
By Service Commencement Date the Applicant will be able and willing to conduct the full range of Controlled Work in the Immigration and Asylum Category of Law.

<b>Accreditation</b>
By Service Commencement 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).
<b>Caseworkers</b>
By Service Commencement 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.
<b>Requirement which Applicants submitting Individual Bids for Lot 2 and Lot 3 must meet by the Service Commencement Date</b>
<b>Licensed Work</b>
The Applicant must be able and willing to undertake the full range of Licensed Work in the Immigration and Asylum Category of Law.
<b>Authorised Litigator</b>
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.
<b>Requirements which Applicants tendering to deliver Contract Work at any IRC must meet by the Service Commencement Date</b>
<b>Delivery of Contract Work for detained clients</b>
By Service Commencement 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 Civil 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.
<b>Interpretation services</b>
By Service Commencement 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.
<b>DAC Contract Work Additional Accreditation</b>
By Service Commencement Date the Applicant will employ an Advanced Caseworker at the Office.
<b>Requirement which Applicants tendering to deliver Contract Work at IRCs that house women (Yarl's Wood and Derwentside) must meet by the Service Commencement Date</b>
<b>Female caseworker</b>
By Service Commencement 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.

<b>Exceptional Case Funding</b>
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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.
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To deliver services in an IRC setting, Applicants must:

- be awarded and continue to hold a 2024 Civil Contract to deliver Immigration and Asylum Contract Work;
- meet the IRC-specific requirements and provide evidence of this by the Service Commencement Date; and
- tender to join the relevant IRC Rota(s) as part of the 2024 Standard Civil Contract (Re-Opening) 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 Service Commencement Date.

An Applicant which is notified of our intention to award them a 2024 Civil Contract to conduct Contract Work in the Immigration and Asylum 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 Immigration and Asylum 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, CILEx Regulation ID or OISC ID.</p> <p>As stated at paragraph 9.2 of the 2024 Civil Application Guide (Re-Opening), 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 (LSA).</p> <p>Evidence of OISC Regulation is acceptable for Lot 1 Individual Bids in this Category.</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 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> <ul 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 achieved reaccreditation by the Service Commencement Date.</li> </ul>
<p>By Service Commencement 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 Service Commencement 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 Service Commencement Date.</p>
<p>By Service Commencement 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 Service Commencement 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 Service Commencement Date.</p>

By Service Commencement 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 Service Commencement Date.
<b>Verification which will be requested from Applicants' successful Individual Bids for Lot 2 and/or Lot 3</b>	
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 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>	<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>
<b>Verification which will be requested from Applicants that successfully tender to deliver Immigration and Asylum Contract Work at any IRC</b>	
What the LAA will verify	What evidence will be required
By Service Commencement 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 Civil Contract.	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 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 Service Commencement Date.
<b>Verification which will be requested from Applicants that successfully tender to deliver Immigration and Asylum Contract Work at Yarl's Wood IRC</b>	
What the LAA will verify	What evidence will be required
By Service Commencement 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 the Service Commencement Date for the individual(s) that comprise the PTE staff member.

<b>Verification which will be requested from Applicants that successfully tender to deliver Detained Asylum Casework (DAC) Contract Work at any IRC</b>	
By Service Commencement 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 the Service Commencement Date for the individual(s) that comprise the FTE for the relevant Individual Bid.

## 6. ITT Questions and Assessment

### Section A – Bid details

	Question	Response Type
<b>Note</b>	<p><b>Applicants tendering to deliver Immigration and Asylum 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 Procurement Area in which Office 1 is (or will be) based	<b>Options List:</b>
<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 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 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.  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.	<b>Options List:</b>  Lot 1 – 100 Matter Starts  Lot 2 - 350 Matter Starts  Lot 3 – 700 Matter Starts
<b>NOTE</b>	<p><b>Contract Work in an IRC setting</b></p> <p>An Applicant may tender a maximum of once to deliver Immigration and Asylum Contract Work. An Applicant <b>will not</b> be eligible to tender to deliver Immigration and Asylum Contract Work in an IRC setting where it bids in Lot 1 only.</p> <p>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.</p>	

	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?	<b>Options List:</b> Yes (Answer A.3.ii-A.3.v as applicable) No
<b>NOTE</b>	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?	<b>Options List:</b> 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.	<b>Multi choice:</b> Brook House IRC Campsfield IRC Colnbrook IRC Derwentside IRC Harmondsworth IRC Haslar IRC Tinsley House IRC Yarl's Wood IRC
<b>NOTE</b>	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.	<b>Multi choice:</b> 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
<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; and
- by Service Commencement 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 FTE Supervisors who will actively supervise the Services tendered for in the Immigration and Asylum Category of Law; and
- by Service Commencement 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 Service Commencement Date will have an Office in every Procurement Area tendered for that meets the Permanent Presence definition; and by Service Commencement Date will be able and willing to conduct the full range of Controlled Work in the Immigration and Asylum Category of Law; and
- by Service Commencement 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 Service Commencement 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 Service Commencement 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 Civil Contract; and



- where it is tendering to deliver Contract Work at an IRC, by Service Commencement 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 Service Commencement 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 Service Commencement 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 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