

## 2024 STANDARD CIVIL CONTRACT: PROCUREMENT: CLAIMS AGAINST PUBLIC AUTHORITIES 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
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

Procurement Area	Local Authorities included in the Procurement Area
	<p>Havering London Borough Council  Hillingdon London Borough Council  Hounslow London Borough Council  Islington London Borough Council  Kensington &amp; 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</p>
Midlands and East of England	<p>Amber Valley Borough Council  Ashfield District Council  Babergh District Council  Basildon Borough Council  Bassetlaw District Council  Bedford Borough Council  Blaby District Council  Bolsover District Council  Birmingham City Council  Boston Borough Council  Braintree District Council  Breckland District Council  Brentwood Borough Council  Broadland and South Norfolk Council</p>

Procurement Area	Local Authorities included in the Procurement Area
	<p> Bromsgrove District Council  Broxbourne Borough Council  Broxtowe Borough Council  Cambridge City Council  Cannock Chase District Council  Castle Point Borough Council  Central Bedfordshire Council  Charnwood Borough Council  Chelmsford City Council  Chesterfield Borough Council  City of Lincoln 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 District Council  Herefordshire Council  Hertsmere Borough Council  High Peak Borough Council  Hinckley and Bosworth Borough Council </p>

Procurement Area	Local Authorities included in the Procurement Area
	<p>Huntingdonshire District Council  King's Lynn and West Norfolk Borough Council  Leicester City Council  Lichfield District Council  Luton Borough Council  Ipswich City Council  Maldon District Council  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 District Council  North Kesteven District Council  North Norfolk District Council  North West Leicestershire District Council  North Northamptonshire Council  North Warwickshire Borough 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</p>

Procurement Area	Local Authorities included in the Procurement Area
	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 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 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 Council Worcester City Council Wychavon District Council Wyre Forest District Council
North East	Barnsley Metropolitan Borough Council Calderdale Metropolitan Borough Council City of Bradford Metropolitan District Council City of York Council

Procurement Area	Local Authorities included in the Procurement Area
	<p> Darlington Borough Council  Doncaster Metropolitan Borough Council  Durham County Council  East Riding of Yorkshire Council  Gateshead Borough Council  Hartlepool Borough Council  Hull City Council  Kirklees Metropolitan Borough Council  Leeds City Council  Middlesbrough Borough Council  Newcastle upon Tyne City Council  North East Lincolnshire Council  North Lincolnshire Council  North Tyneside Borough Council  North Yorkshire Council  Northumberland County Council  Redcar and Cleveland Council  Rotherham Metropolitan Borough Council  Sheffield City Council  South Tyneside Borough Council  Stockton-on-Tees Council  Sunderland City Council  Wakefield Metropolitan District Council </p>
North West	<p> 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 </p>

Procurement Area	Local Authorities included in the Procurement Area
	<p>Fylde Borough Council  Halton Borough Council  Hyndburn Borough Council  Knowsley Metropolitan Borough Council  Lancaster City Council  Liverpool City Council  Manchester City Council  Pendle Borough Council  Preston City Council  Oldham Metropolitan Borough 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  Westmorland and Furness District Council  Wigan Metropolitan Borough Council  Wirral Borough Council</p>
South East	<p>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</p>

Procurement Area	Local Authorities included in the Procurement Area
	<p>           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 District Council            Gosport Borough Council            Gravesham Borough Council            Guildford Borough Council            Hart District Council            Hastings Borough Council            Havant 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         </p>



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

Procurement Area	Local Authorities included in the Procurement Area
	<p> East Devon District Council  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  Tewkesbury Borough Council  Teignbridge District Council  Tewkesbury Borough Council  Torbay Council  Torridge 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 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 </p>

Procurement Area	Local Authorities included in the Procurement Area
	Neath Port Talbot County Borough Council Newport City Council Pembrokeshire County Council Powys County Council Rhondda Cynon Taff County Borough Council Swansea Council Torfaen County Borough Council Vale of Glamorgan Council Wrexham County Borough Council

## 2. Lots

Lot	Lot value (M\$)	Lot-specific additional quality requirements/powers
Lot 1	75	N/A
Lot 2	150	N/A

## 3. Category-Specific Requirements

Applicants responding to the 2024 Standard Civil Contract (Re-Opening) Claims Against Public Authorities 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) Claims Against Public Authorities ITT must meet by the Service Commencement Date</b>
<p><b>Supervisor</b></p> <p>By Service Commencement Date the Applicant will employ PTE Supervisors who will actively supervise the Services tendered for in the Claims Against Public Authorities Category of Law. A Supervisor in the Claims Against Public Authorities Category may achieve either the General Standard or the Abuse in Care Standard (see paragraph 13.1 – 13.13 of the Claims Against Public Authorities Category Specification).</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 Claims Against Public Authorities 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 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.

#### 4. Verification Requirements

An Applicant which is notified of our intention to award them a 2024 Civil Contract to conduct Contract Work in the Claims Against Public Authorities 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 Claims Against Public Authorities 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 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 accreditation by the Service Commencement Date.</li> </ul>
<p>By Service Commencement Date the Applicant will employ PTE Supervisors who will actively supervise the Services tendered for in the Claims Against Public Authorities Category of Law.</p>	<p>Compliant Supervisor Declaration Forms for each Supervisor in the Claims Against Public Authorities Category of Law.</p> <p>A Supervisor in the Claims Against Public Authorities Category may achieve either the General Standard or the Abuse in Care Standard (see paragraph 13.1 – 13.13 of the Claims Against Public Authorities Category Specification).</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 Claims Against Public Authorities 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 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.

## 5. ITT Questions and Assessment

### Section A – Bid details

	Question	Response Type
<b>Note</b>	<p><b>Applicants tendering to deliver Claims Against Public Authorities 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.	<p><b>Options List:</b></p> <p>London</p> <p>Midlands and East of England</p>

	Question	Response Type
		North East North West South East South West Wales
<b>Note</b>	<p><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 2024 Civil Application Guide (Re-Opening).</b></p>	
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	<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>	Free text

	Question	Response Type
	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.	<b>Options List:</b> Lot 1 – 75 Matter Starts  Lot 2 – 150 Matter Starts

### 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 2024 Civil Application Guide (Re-Opening) in relation to Quality Standards; and
- by the Service Commencement Date will employ PTE Supervisors who will actively supervise the Services tendered for in the Claims Against Public Authorities Category of Law; and
- by Service Commencement Date will employ one PTE Supervisor: two full time equivalent FTE Caseworkers ratio at each Office from which it is tendering to deliver Services in the Claims Against Public Authorities 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, 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.

	<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