

ANNEX B: CRIME CONTRACT 2025 ITT**Section A - Tender Information**

This section will collect information about the Classes of Work the Applicant wishes to conduct from its Office(s). Applicants must select at least one of the Classes of Work set out in question A.2.

	Question	Response Type
Note	All Applicants must submit a response to this Invitation To Tender (ITT) 1075 Stage 3. Applicants must ensure that they also complete and submit a response to ITT 1074 Selection Questionnaire for 2025 Standard Crime Contract Stage 3.	
Note	<p>Before submitting your Invitation To Tender (ITT) Response, please carefully read the Application Guide (AG) for the Crime Contract procurement process. This can be downloaded from the 'Buyer Attachments' section at the top of this page. The AG gives information about the procurement process, including how to complete a Tender.</p> <p>When completing your 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>	
Note	<p>This section will collect information about each office that you wish to deliver criminal legal services from. You must choose which categories of law that you wish to deliver from this office and indicate whether you want to deliver duty solicitor services from that office.</p> <p>You may add additional offices in accordance with the principles as set out in the Application Guide during the life of the Contract.</p> <p>If you do not select at least one Class of Work your Tender will be rejected.</p>	
Note	Please provide the details of the first office where you wish to deliver criminal legal aid services. Please note if you are in a London Borough, select the appropriate Borough. If you are not in a London Borough, please enter N/A for A.1.iii.	
	Question	Response Type

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A.1.i	Address Line 1	Free text
A.1.ii	Address Line 2	Free text
A.1.iii	London Borough	Options List: N/A Barking & Dagenham Barnet Bexley Brent Bromley Camden City of London City of Westminster Croydon Ealing Enfield Greenwich Hackney Hammersmith & Fulham Haringey Harrow Havering Hillingdon Hounslow Islington Kensington & Chelsea Kingston-Upon-Thames Lambeth Lewisham

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		Merton Newham Redbridge Richmond-Upon-Thames Southwark Sutton Tower Hamlets Waltham Forest Wandsworth
A.1.iv	Town/City	Free text
A.1.v	Postcode	Free text
A.1.vi	Legal Aid Account number for this office (if issued)	Free text
A.2	Please select which categories of law that you wish to deliver from this office	Options List: (i) Criminal Investigations and Criminal Proceedings (including Appeals and Reviews) (ii) Prison Law (including Appeals and Reviews) (iii) Appeals and Reviews (iv) Criminal Investigations and Criminal Proceedings (including Appeals and Reviews) and Prison Law
A.3	Do you wish to deliver Duty Solicitor Services from this office?	Options list:

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		i) Yes ii) No
Note	If you answered "No" to question A.3 then you will be able to undertake Own Client work from this office.	
Note	Where the Applicant indicates that it is tendering to deliver Criminal Investigations and Criminal Proceedings Contract Work on an Own Client basis 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 15 Offices using the remainder of the ITT sections B - O	
Note	The additional offices form can be downloaded from the Attachments' section of ITT 1074 – '2025 Standard Crime Contract - Stage 3 Selection Questionnaire' and the Attachments' section of Invitation To Tender (ITT) 1075 Stage 3.	
Note	Please attach a completed Additional Office Information Form for the 16th and subsequent office that you wish to deliver criminal legal aid services.	Attachment
Note	<p>By completing and submitting this Tender the Applicant commits that it will meet the following Contract requirements by the Contract Start Date or Service Commencement Date in order to be awarded a Crime Contract:</p> <ul style="list-style-type: none"> • Applicants must be authorised by a Relevant Professional Body. For the avoidance of doubt this does not preclude non-solicitor entities from applying. Individuals applying to hold the Crime Contract must have all necessary licences and authorisations to conduct Contract Work by the Contract Start Date; and • Applicants must hold a current and valid Cyber Essentials certificate, or an equivalent certification as may be agreed with us 	

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	<ul style="list-style-type: none"> • Applicants must have at least one Office in England or Wales that meets the requirements set out at paragraphs 2.36 to 2.53 of the Contract Specification; and • Where the Applicant wishes to join Duty Schemes it must have an Office within the relevant geographical area as determined through the Duty Solicitor Postcode Tool; and • Applicants carrying out work in the Criminal Investigations and Criminal Proceedings Class of Work must Employ at least one Full Time Equivalent Supervisor who meets the Criminal Investigations and Criminal Proceedings Supervisor requirements; and • Where the Applicant is tendering to deliver work in the Prison Law Class of Work it must Employ at least one Full Time Equivalent Supervisor who meets the Prison Law Supervisor requirement; and • Where the Applicant is tendering to deliver work in the Appeals and Reviews Class of Work only, it must Employ at least one Full Time Equivalent Supervisor who meets the Appeals and Reviews Supervisor requirement; and • The Supervisor requirements for each Class of Work can be found at Paragraphs 2.3 - 2.26 of the Contract Specification. Whilst there is no minimum ratio of Supervisors to Caseworkers, Applicants should be aware that a Supervisor may only supervise across a maximum of two Offices in accordance with section 2.86 of the Contract Specification; and • Applicants must hold a Relevant Quality Standard (see section 8 of the Application Guide for further details); either the Law Society's Lexcel standard or the LAA Specialist Quality Mark; 	
Note	I give my undertaking that I am or intend to be the Applicant's Compliance Officer for Legal Practice (COLP) or, where authorised by the Bar Standards Board, the Head of Legal Practice (HOLP) and so authorised to make this submission on behalf of the Applicant and that the answers submitted in this Tender are correct.	

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	<p>I give my undertaking that I am an individual who is authorised to make this submission on behalf of the Applicant and confirm that the answers submitted in this ITT Response are correct.</p> <p>I understand that the information will be used in the process to assess the Applicant's suitability to be offered a Crime Contract.</p> <p>I understand that the LAA may conduct verification checks and may reject this ITT Response if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way.</p>	
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P.1	Name of the individual making declaration on behalf of the Applicant	Free Text
P.2	Status within the Applicant organisation	Options List: (i) COLP or intended COLP (ii) HOLP or intended HOLP (iii) CM or intended CM (iv) Key Personnel

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