

Legal Aid  
Agency

<p style="text-align: center;"><b>Procurement of 2027 Peer Reviewer Contract: Application Guide</b></p>
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**OUTLINE DESCRIPTION OF PROCUREMENT ACTIVITY**

The Legal Aid Agency (“**we/us/our**”) are inviting individuals to submit Tenders for Peer Reviewer Contracts in the following Specialist Categories:

- Crime
- Family
- Housing
- Immigration and Asylum; and
- Mental Health.

There is no limit to the number of 2027 Peer Reviewer Contracts that may be awarded through this application process.

Applicants (“**you/your**”) may tender for a 2027 Peer Review Contract to deliver Peer Review services to be entered into on the relevant Contract Start Date which shall not be earlier than 1 January 2027. The provisions of the services will commence on the relevant Service Commencement Date which shall not be earlier than **1 March 2027** provided the Applicants meet the Essential Requirements to commence Contract Work. You may also submit a tender at any later date within the Application Period. The contract shall expire on 28 February 2037.

Individuals that meet the LAA’s Conditions of Participation to hold a 2027 Peer Reviewer Contract and who can meet the relevant Specialist Category requirements set out in this Application Guide will be awarded a 2027 Peer Reviewer Contract.

For the avoidance of doubt, you may tender to act as a Peer Reviewer in more than one Specialist Categories where applicable.

This Application Guide sets out the process and rules for applying for a 2027 Peer Reviewer Contract under the procurement process opening on **21 May 2026**.

**Applying to be a Senior Peer Reviewer**

To be eligible to act as a Senior Peer Reviewer you must:

- tender for and be awarded a 2027 Peer Reviewer Contract; and
- have conducted 20 Peer Reviews.

Individuals who wish to apply to be Senior Peer Reviewers will not need to indicate this as part of their Tender but may apply following the Contract Start Date by contacting the Peer Review Team. Further details will be set out in the award notification letter.

## Application Period

We intend that the Application Period will remain open until on or around 4 June 2035 and individuals may tender at any point within this period, however, Tenders will be assessed at a single point **annually according to the table in para 2.8.**

For the purposes of the initial period of the procurement process a list of indicative dates for key activities is set out below. These dates may be subject to change, and we will notify you of any significant changes through the eTendering system.

Contract procurement opens on eTendering system	21 May 2026
Initial date for submission of questions about this procurement process	23:59 on 12 June 2026
Initial 'Frequently Asked Questions' to be published	Week commencing 15 June 2026
The FAQ document will be updated annually each May	
<b>Cut-off Date for Tenders to be assessed for service commencement on 1 March 2027</b>	17:00 on 26 June 2026
Outcome of Tenders notified	July 2026
Verification Period during which your PRPR will be completed	July 2026 – January 2027
<b>Contract Start Date</b>	January 2027
Completion of mock reviews	January – February 2027
<b>Service Commencement Date</b>	1 March 2027

Further details of the assessment and contract award schedule are set out at paragraph 2.5.

We reserve the right to amend the Application Period, including closing the procurement opportunity, at our sole discretion.

## Rejections

Where you are rejected from the procurement process, you can generally submit a new Tender at any point whilst the Application Period remains open. This may include where:

- your circumstances change;
- you are able to provide further information or evidence sufficient to demonstrate that any applicable grounds for exclusion should be reconsidered.

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## SECTION 1: INTRODUCTION AND BACKGROUND

### About the 2027 Peer Reviewer Contract

- 1.1 We, on behalf of the Lord Chancellor, are responsible for commissioning and administering legal aid services across England and Wales in accordance with the [Legal Aid, Sentencing and Punishment of Offenders Act 2012](#) and associated legislation. Contract Documents are issued by us on behalf of the Lord Chancellor.
- 1.2 Before submitting a Tender, you must read the following documents which set out the complete rules of the procurement process, and which should be read in the following order:
- Application Guide
  - 2027 Peer Reviewer Contract; and
  - Frequently Asked Questions (FAQ)
- 1.3 Where not defined in the body of this Application Guide, capitalised terms are defined in the:
- Glossary of defined terms; or
  - 2027 Peer Reviewer Contract
- 1.4 The 2027 Peer Reviewer Contract will be entered into on the Contract Start Date, and it will last until the end of the Contract Period on **28 February 2037** (subject to our right of early termination). You will commence to provide Contract Work on the Service Commencement Date.

### About Peer Reviewer Contract Work

- 1.5 As a Peer Reviewer, you will assess the quality of work carried out by Providers and the advice they provide to Clients. You will do this by assessing a sample of files submitted by the Providers against criteria set out in guidance.
- 1.6 Peer Reviewers also work with independent experts who manage the Independent Peer Review Process. There may also be opportunities to work with us on quality issues requiring practitioner experience.

### Payments under the Contract

- 1.7 You will receive Attendance Fees for Contract Work and Mandatory New Starter Training in accordance with the 2027 Peer Reviewer Contract.

## Service Requirements

- 1.8 In accordance with the 2027 Peer Reviewer Contract there is no guarantee of the volume of Contract Work under this Contract. However, there are expected minimum engagement levels for each Peer Reviewer to remain active on the Peer Reviewer Panel.
- 1.9 The service requirements are set out in the 2027 Peer Reviewer Contract.

## SECTION 2: PROCUREMENT PROCESS AND REQUIREMENTS

### Who can submit a Tender?

- 2.1 This is an open procurement process and is available to any interested party able to meet the Conditions of Participation.
- 2.2 You must be a current Supervisor who meets the current Supervisor Standards in the Specialist Category for which you are appointed and you must be Engaged by a Provider.
- 2.3 We will only contract with **individuals**. That individual will be fully responsible for performing all obligations under the 2027 Peer Reviewer Contract.

### What is a Complete Tender?

- 2.4 You must submit a Complete Tender, which consists of
  - a **CDP Response** - submitted via the Cabinet Office on the [Central Digital Platform \(CDP\)](#).
  - a **Procurement Specific Questionnaire (PSQ) Response** - submitted via the [LAA's eTendering system](#).
- 2.5 If a Complete Tender is not submitted or any element is incapable of assessment your Tender **will be rejected**.

### Schedule for assessing Tenders

- 2.6 The procurement process allows you to tender at any point in the Application Period.
- 2.7 Tenders will be downloaded and assessed annually to align with training availability.
- 2.8 You can submit a Tender at any point during the Application Period however, Tenders will be reviewed and processed once a year as set out on page 2 and the table below:

<b>Cut-off Date for Tenders to be assessed</b>	<b>Anticipated outcome of Tenders notified</b>	<b>Period during which PRPR will be completed and outcome notified to you</b>	<b>Anticipated date for mandatory training</b>	<b>Anticipated service commencement date (subject to successful outcome of PRPR and training)</b>
17:00 on 7 June 2027	21 June 2027	August 2027 – January 2028	January 2028	1 March 2028
17:00 on 5 June 2028	19 June 2028	August 2028 – January 2029	January 2029	1 March 2029
17:00 on 4 June 2029	18 June 2029	August 2029 – January 2030	January 2030	1 March 2030
17:00 on 3 June 2030	17 June 2030	August 2030 – January 2031	January 2031	1 March 2031
17:00 on 2 June 2031	17 June 2031	August 2031 – January 2032	January 2032	1 March 2032
17:00 on 7 June 2032	16 June 2032	August 2032 – January 2033	January 2033	1 March 2033
17:00 on 6 June 2033	16 June 2033	August 2033 – January 2034	January 2034	1 March 2034
17:00 on 5 June 2034	15 June 2034	August 2034 – January 2035	January 2035	1 March 2035
17:00 on 4 June 2035	15 June 2035	August 2035 – January 2036	January 2036	1 March 2036

2.9 For example, if a Tender is submitted on 6 May 2027, that tender will be processed at the next cut-off date for Tenders to be submitted, that being 5 June 2027. Where all the minimum contract requirements are met, services could commence from 1 March 2028.

2.10 If a tender is submitted on 6 June 2028, missing the 17:00 on 5 June 2028 deadline, their tender would be assessed and notified by 18 June 2029.

2.11 Section 3 of this Application Guide set out the assessment process. This process will be followed for each submission received throughout the life of the procurement process.

## **Submission of Tenders**

### *Central Digital Platform (CDP)*

2.12 This procurement process is taking place under the Procurement Act 2023 which requires basic supplier information to be provided on the CDP. This information can be accessed by any procuring authority when assessing a specific tender submitted to it in response to a procurement exercise.

2.13 You will need to:

- a) register on the CDP if you have not already registered; and
- b) complete and submit your CDP Response; and

- c) complete your PSQ Response on the LAA eTendering System. When completing your PSQ Response, you will need to provide your share code to enable us to access and assess your CDP Response.
- 2.14 Further information on how to register on the CDP and share a CDP Response can be found at: [Suppliers: How to register your organisation and first administrator on Find a Tender in three easy steps \(HTML\) - GOV.UK](#)
- 2.15 Questions regarding access to and the use of the CDP should be addressed to [procurement.reform@cabinetoffice.gov.uk](mailto:procurement.reform@cabinetoffice.gov.uk).
- 2.16 If you cannot access Find a Tender, or update and share your CDP Response with us you should contact us immediately to discuss the alternative arrangements at [LAA Commercial Admin@justice.gov.uk](mailto:LAA_Commercial_Admin@justice.gov.uk).

### *LAA eTendering System*

- 2.17 You must complete and submit your PSQ Response using the eTendering system. This can be accessed either through a link on the tender pages of the LAA website or directly at <https://legalaid.bravosolution.co.uk>.
- 2.18 If you have not yet registered on the eTendering system, you must do so before you can submit a Tender and should click “Register here” on the home page to complete the registration process. If you are already registered on the eTendering system and your registration details remain up to date you do not need to register again.
- 2.19 **It is recommended that if you have an existing registration that you review your contact details in the eTendering system to ensure that these remain current as this is the only communication method we will use to contact you throughout the procurement process.**
- 2.20 You must remove access to the system for any individual who no longer has the authority to submit Tenders or information on your behalf and if you do not take steps to do so, you accept responsibility for the consequences of failing to do so.
- 2.21 If you have a question about the procurement process to which you cannot find an answer either in this document or in the guidance provided in the eTendering system, you may submit it through one of two different channels below depending on the nature of the query.

### **Technical questions about how to operate the eTendering system**

- 2.22 For technical assistance with the eTendering system, you can access guides via the [‘Technical Support and Guidance’](#) on the eTendering system home page or contact the helpdesk by completing the [online form](#) or by calling 0800 069 8630 (Monday–Friday, 8am–6pm).
- 2.23 Please note that the helpdesk cannot assist with hardware or system issues. Early tender submission is recommended to avoid delays, as helpdesk support may be limited close to the Tender Submission Deadline. We cannot guarantee that queries received

close to the Tender Submission Deadline will be dealt with in time and accepts no responsibility if they are not.

- 2.24 For problems relating to your own computer hardware or systems you should contact your usual IT support.

**Questions about the procurement process**

- 2.25 You can submit questions about the procurement process through the eTendering system message boards until 23:59 on 17 May 2035.

**We will only communicate with you through the eTendering system message boards for this procurement process. You must check the message boards regularly to ensure that any messages are read promptly.**

- 2.26 Due to the message downloading process, your messages may appear unread but re-sending them is unnecessary. Responses may take longer during peak periods, but all questions will be addressed.
- 2.27 You should assume that questions and answers may be published. Questions of wider interest may be published on our procurement pages to ensure everyone has equal access to information [here](#).
- 2.28 Updates to the Frequently Asked Questions (FAQ) document will be published annually in May, with the initial document being published during the week commencing 15 June 2026.

**SECTION 3: COMPLETION AND ASSESSMENT OF COMPLETE TENDERS**

- 3.1 The Peer Review Tender contains the following envelope for completion:

eTendering system envelope	Contents	Sub Content	Mandatory Attachment Requirements
Qualification Envelope	Procurement Specific Questionnaire (PSQ)	Share code for CDP Response Conditions of Participation Qualification Envelope Declaration	Compliant Supervisor Declaration Form

- 3.2 As part of the PSQ you will have to answer questions and complete Mandatory Attachments.
- 3.3 Where you fail to attach the Mandatory Attachment as part of your Tender you may have your Tender rejected.
- 3.4 Please note that because Mandatory Attachments must be completed outside of the eTendering system and uploaded into the PSQ it is not possible for the eTendering system to prevent incorrect or incomplete information being submitted and it is your responsibility to ensure fully completed and accurate information is attached.
- 3.5 We will only accept attachments submitted in the following formats:

- **Microsoft Word; or**
- **Adobe PDF.**

- 3.6 You should check the contents of any attachments on the eTendering system (found in the “Actions” menu). You should go to the section in the PSQ Response against which the attachments are uploaded and select “Download”. This will open the versions of the attachments uploaded as part of a Tender.
- 3.7 If your Tender is incomplete this will only be identified on assessment, at which point it shall be too late for you to submit any further information, and the Tender **will be rejected**.

**PSQ Response Assessment**

- 3.8 Where you submit a Complete Tender, it will be assessed in the following stages:
- Stage 1 – PSQ assessment
  - Stage 2 - Outcome notification
  - Stage 3 – Verification Period
  - Stage 4 – Contract award and execution

**Stage 1 – Completion of the Procurement Specific Questionnaire (PSQ)**

- 3.9 The Peer Reviewer procurement exercise includes a Qualification Envelope which comprises of basic information and Conditions of Participation for this procurement process. Applicants must:
- **respond to all questions; and**
  - **provide a signed declaration.**
- 3.10 For the avoidance of doubt, this stage includes the completion and submission of a CDP Response and that Applicant’s share this information with the LAA via a share code.

*Basic Information and Conditions of Participation*

3.11 The PSQ contains a series of questions covering the following areas:

<b>Part A</b>	<b>CDP Response:</b> You are required to confirm that you have registered on the CDP and submitted a CDP Response to the LAA via a share code.
<b>Part B</b>	<b>Conditions of Participation:</b> we have set Conditions of Participation which you must satisfy to demonstrate that you have the requisite legal and technical ability to perform the Contract. You must satisfy the Conditions of Participation if you are to be awarded the 2027 Peer Reviewer Contract.
<b>Part C</b>	<b>Declaration:</b> You are required to complete the declaration in the Qualification Envelope, warranting that to the best of your knowledge the answers submitted, and information contained in the completed Qualification Envelope is correct, also providing contact details of the individual making the declaration.

**Mandatory Attachments**

3.12 You are required to upload the following Mandatory Attachments as part of the PSQ Response:

Mandatory Attachment	Submission requirements
Compliant supervisor form(s)	Required in response to Part B: Conditions of Participation

*Self-Declaration*

3.13 When sharing information from the CDP Response with us and submitting the completed PSQ, you are declaring that, to the best of your knowledge, the information provided is correct and accurate. You are also committing to meeting the PRPR Condition of Participation by either having achieved a PRPR score of 1 or 2 in the three years preceding the relevant Cut-off Date for the assessment of your Tender in the Specialist Category(ies) being tendered for or during the Verification Period and, where required, undertaking the Mandatory New Starter Training and fulfilling the Cyber Essentials requirement by the Service Commencement Date.

**Procurement Specific Questionnaire (PSQ) assessment**

*Part A – CDP Response assessment*

3.14 We will assess your CDP Response in accordance with the assessment approach detailed below:

Section	Detail	Evaluation Method
Part A	Basic Information	Information only
	Connected Persons	Will not be evaluated
	Mandatory Exclusions	<b>Pass/Fail</b>
	Discretionary Exclusions	<b>Pass/Fail</b>
	Financial Information	Information only
	Debarment List check	<b>Pass/Fail</b>

*Exclusion Grounds*

3.15 We will assess exclusion grounds based on self-declarations in the CDP Response and internal records.

3.16 It is your responsibility to:

- **Register on the CDP**
- **Ensure your information is up-to-date**
- **Provide required information to us via share code in the Qualification Envelope Response.**

*Mandatory and Discretionary Exclusion Grounds*

3.17 You will be excluded from the procurement process if there is evidence of you falling under one of the mandatory or discretionary exclusion grounds in the Procurement Act and no satisfactory self-cleaning has been provided.

3.18 For the avoidance of doubt, Relevant Contracts include any terminated or partly terminated contracts with us.

Detail	Evaluation Criteria & Scoring Methodology
Grounds for Mandatory Exclusion	Pass = 'No' OR 'Yes' with satisfactory self-cleaning; Fail = 'Yes' with no satisfactory self-cleaning.
Grounds for Discretionary Exclusion	Pass = 'No' OR 'Yes' with satisfactory self-cleaning; Fail = 'Yes' with no satisfactory self-cleaning.

*Self-Cleaning*

3.19 If such evidence is considered by us (whose decision will be final) as sufficient, you shall be allowed to continue in the procurement process. In order for the evidence referred to above to be sufficient, you must provide evidence that the circumstances giving rise to the exclusion ground are unlikely to occur again. The evidence to be provided is for you to determine but must in all cases be sufficiently detailed to allow us to make a reasoned judgement. Evidence of self-cleaning may demonstrate you have:

- paid or undertaken to pay compensation in respect of any damage caused by the circumstances giving rise to the exclusion ground;
- clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and
- taken concrete technical, organisational and personnel measures that are appropriate to prevent the circumstances giving rise to the exclusion ground occurring again.

3.20 The measures taken by you shall be evaluated considering the gravity and particular circumstances giving rise to the exclusion ground. Where the measures are considered by us to be insufficient, your Tender will be rejected, and you will be given a statement of the reasons for that decision.

*Debarment List Check*

3.21 If you are on the Debarment List, we **must** exclude an 'excluded supplier' and **may** exclude an 'excludable supplier' from this procurement. Further information can be found here: [Guidance: Exclusions \(HTML\) - GOV.UK](#)

3.22 If you are on the Debarment List for a mandatory exclusion ground, you will be removed from the procurement process.

*Part B – Conditions of Participation*

3.23 We will assess this stage in accordance with the assessment approach detailed below:

Section	Detail	Evaluation Method
Part B	Conditions of Participation	Pass/Fail

3.24 As part of your PSQ Response you must agree to meet the following Conditions of Participation:

Condition of Participation	What You Must Have	When You Must Have It	How You Will Prove It
Engagement with a Provider	Warrant that you are or will be Engaged with a Provider	By the Contract Start Date	By confirming that you are or will be an employee, sole principal, a director or a partner in a Provider by the Contract Start Date and providing details of the Provider including the LAA Account Number
Supervisor status	A compliant Supervisor Declaration Form valid at the relevant Cut-off Date for the assessment of your Tender	At the time you submit your Tender	By providing a compliant Supervisor Declaration Form submitted with your Tender
PRPR	<p>Either have received a PRPR score of 1 or 2 in the 3 years preceding the submission of your Tender in the Specialist Category (ies) being tendered for</p> <p>OR</p> <p>Have 15 closed legal aid files ready for PRPR upon request which can be used to pass a PRPR</p>	Verified during the Verification Period	<p>By confirming that you have received a PRPR score of 1 or 2 in the 3 years preceding the relevant Cut-off Date for the assessment of your Tender in the Specialist Category (ies) being tendered for and that you commit to achieving this throughout the Contract Period</p> <p>OR</p> <p>By providing 15 closed legal aid files within 14 days upon our request. Files will be selected in accordance with the Independent Peer Review Process Document which can be found at <a href="https://www.gov.uk/guidance/legal-aid-agency-audits">https://www.gov.uk/guidance/legal-aid-agency-audits</a></p>

*Conditions of Participation Assessment*

3.25 We will assess the following Conditions of Participation in accordance with the assessment approach detailed below:

Section	Detail	Scoring Methodology	Evaluation Criteria:
1	Engagement with a Provider	Pass/Fail	If you cannot answer 'Yes' (i.e. you do not warrant that you are or will be Engaged by a

		<ul style="list-style-type: none"> <li>• Pass = 'Yes';</li> <li>• Fail = 'No'.</li> </ul>	Provider by the Contract Start Date), your response will receive a 'fail' and you will not be invited to participate further in this process.
2	Current supervisor status	Pass/Fail <ul style="list-style-type: none"> <li>• Pass = 'Yes';</li> <li>• Fail = 'No'.</li> </ul>	If you cannot answer 'Yes' (i.e. you are unable to provide a compliant Supervisor Declaration form), your response will receive a 'fail' and you will not be invited to participate further in this process.
3	PRPR	Pass/Fail <ul style="list-style-type: none"> <li>• Pass = 'Yes';</li> <li>• Fail = 'No'.</li> </ul>	If you cannot answer 'Yes' (i.e. you have received a PRPR score of 1 or 2 or have sufficient, suitable files available for PRPR), your response will receive a 'fail' and you will not be invited to participate further in this process.

3.26 We will reject any Tender that fails to meet any of the Conditions of Participation as set out in paragraph 3.25.

3.27 Our assessment will be solely reliant on information provided by you, except to confirm that you are Engaged by a Provider. Information must be completed accurately. Your attention is drawn to our right to reject your Tender for submitting false and/or misleading information as provided at paragraphs 4.26 to 4.28 in the general rules of the procurement.

3.28 Further details of the information collected as part of the PSQ can be found at Annex B of this document.

**Stage 2 – Outcome notification**

3.29 You will be notified of the outcome of your Tender by letter sent through the eTendering system message board.

3.30 Where you have been unsuccessful, we will provide an assessment summary which will set out information about our assessment of your Tender.

3.31 There is no right of appeal available to Applicants when they are unsuccessful under this procurement process.

3.32 Following the provision of assessment summaries to anyone that submitted an assessed Tender, the LAA will publish a contract award notice.

3.33 Any award of a 2027 Peer Reviewer Contract will be conditional on:

- Meeting the Condition of Participation with regards to PRPR as set out at paragraph 3.24 and
- Meeting the Cyber Essentials Essential Requirement as set out in the 2027 Peer Reviewer Contract by the Service Commencement Date; and
- Where you have not held a contract for the provision of Peer Reviewer services for the entirety of a period of three calendar years immediately preceding the Contract Start Date, completing the Mandatory New Starter Training on the next available course, which is intended to be held annually each January, and

in any case before the Service Commencement Date as set out in the 2027 Peer Reviewer Contract; and

- The 2027 Peer Reviewer Contract being executed in accordance with our internal procedures. We reserve the right not to award or to withdraw a notification of award at any time prior to execution of the 2027 Peer Reviewer Contract.

### **Stage 3 – Verification Period**

- 3.34 Where you are notified that you have been successful in this procurement process and have not already achieved a score of 1 or 2 in your PRPR in the 3 years preceding the relevant Cut-off Date for the assessment of your Tender in the Specialist Category (ies) being tendered for, we will request you provide 15 closed legal aid files to enable us to complete your PRPR during the Verification Period.
- 3.35 You must submit your files within 14 days upon our request. Files will be selected in accordance with the Independent Peer Review Process Document which can be found at [Legal Aid Agency audits - GOV.UK](#)
- 3.36 Where you do not achieve a PRPR score of 1 or 2 your Contract offer will be withdrawn.

### **Stage 4 – Contract award and execution**

- 3.37 Where you have already achieved a score of 1 or 2 in your PRPR in the 3 years preceding the relevant Cut-off Date for the assessment of your Tender in the Specialist Category (ies) being tendered for or achieve score of 1 or 2 in your PRPR during the Verification Period, contract documents will be sent to you for execution.
- 3.38 Your contract will be awarded on the condition that where you have not held a contract for the provision of Peer Reviewer services for the entirety of a period of three calendar years immediately preceding the Contract Start Date, you must attend the Mandatory New Starter Training. This training will take place in January each year and in any case it must be completed before the Service Commencement Date. This is distinct from the consistency training offered each year in March.
- 3.39 Failure to attend this training may result in the termination of your 2027 Peer Reviewer Contract.
- 3.40 Your 2027 Peer Reviewer Contract will also be awarded on the condition that you meet the Cyber Essentials (or equivalent) Essential Requirement before the Service Commencement Date.
- 3.41 Failure to meet Cyber Essentials (or equivalent) Essential Requirement as set out in the 2027 Peer Reviewer Contract by the relevant Service Commencement Date may result in the termination of your Contract.

## SECTION 4: GENERAL RULES OF THIS PROCUREMENT PROCESS

### Introduction

- 4.1 This procurement process is governed by the documents set out at paragraph 1.2 of this Application Guide, which are governed and construed in accordance with English and Welsh Law.

### Submitting a Tender

- 4.2 You agree to comply with the rules (contained in this section 4 and in any of the relevant documents) of this procurement process, the terms of the user agreement governing the use of the LAA eTendering system and any contract awarded to you by us (including any conditions of contract award). If you fail to comply with the rules of this procurement process and/or the terms of the user agreement, we will assess your Tender as unsuccessful.
- 4.3 You must submit a PSQ Response which must be authorised by you.
- 4.4 You must reply to every question in the Tender and upload all requested documentation even if you have previously provided this information or if you are otherwise of the view that we are already aware of such information. Where you do not submit a Complete Tender, your Tender will be rejected its entirety and there will be no right of appeal.
- 4.5 You may only submit one Tender (i.e. a maximum of one Response to the Peer Reviewer Tender). Where you submit more than one PSQ Response, we will assess only the last relevant Response submitted.
- 4.6 You must ensure that your Tender is fully and accurately completed. You must ensure that information provided as part of your Tender is of sufficient quality and detail that an informed assessment of it can be made by us.
- 4.7 Subject to our right to clarify at paragraph 4.22, you will not be permitted to amend or alter your Tender after Tender Submission except in circumstances expressly permitted by us and set out in the relevant documents stated at paragraph 1.2.
- 4.8 In the event of any conflict between the information, answers or responses submitted as part of your Tender, without prejudice to the other rules of the procurement process, including our right to clarify, the conflict will be resolved by accepting the information, answer or document least favourable to you. This may mean that we may reject the relevant Tender.
- 4.9 You, by submitting a Tender warrant to us that:
- (a) it has complied with all the rules and instructions applicable to this procurement process and the eTendering system in all respects;
  - (b) all information, representations and other matters of fact communicated (whether in writing or otherwise) to us by you are true, complete and accurate in all respects; and

- 4.10 You must keep any Tender valid and capable of acceptance by us up to the 2027 Peer Reviewer Contract Start Date.
- 4.11 By submitting a Tender, you agree to be bound by the 2027 Peer Reviewer Contract without further negotiation or amendment.
- 4.12 By submitting a Tender, you acknowledge the fact that you may be party to no more than one 2027 Peer Reviewer Contract.
- 4.13 You acknowledge, this procurement process is entirely independent of any other procurement processes that have been run by us or any predecessor organisation. Accordingly, no previous conduct or decisions of ours can be relied upon by you as setting any precedent for our conduct in respect of this procurement process.
- 4.14 You must monitor and respond as appropriate to messages received through the eTendering system throughout this procurement process and we accept no liability where you fail to do so. All communication with you through the eTendering system, including that outlined in paragraph 4.17 will be deemed to have been received by you at the time of transmission in the eTendering system. The time specified in the eTendering system shall be the definitive time.
- 4.15 Any FAQs published through the eTendering system in accordance with section 2 of this Application Guide will form part of the documentation for this procurement process. You should have regard to the relevant FAQ documents prior to submitting a Tender.
- 4.16 Without prejudice to any warranties given or anything other provisions or statements made in the procurement documentation, these rules of the procurement process do not form a separate collateral contract between you and us.

#### **Right to Cancel or Amend the Procurement Process**

- 4.17 We reserve the right to amend the procurement process (including any related documentation) at any time. Any notices of amendments will be published on our website at <https://www.gov.uk/government/publications/2027-peer-reviewer-contract-procurement-process> and notified to you through a message on the eTendering system.
- 4.18 A Tender submitted by you which does not comply with any amendments made in accordance with paragraph 4.17 may be rejected.
- 4.19 We reserve the right to suspend or cancel the procurement process in its entirety or in part, and not to proceed to award contracts at any time at its absolute discretion.
- 4.20 While we have taken all reasonable steps to ensure, as at the date of the issue of the procurement process and Application Guide, that the facts which are contained both within it and associated documents are true and accurate in all material respects, it does not make any representation or warranty as to the accuracy or completeness or

otherwise of these documents, or the reasonableness of any assumptions on which these documents may be based. If contradictory information is contained in this Application Guide and / or associated documents, the provisions of this section 5 will take precedence.

- 4.21 All information supplied by us to you, including that within the Application Guide and / or associated documents, is subject to that your own due diligence. We accept no liability to you whatsoever resulting from the use of the Application Guide and / or associated documents, or any omissions from or deficiencies in them.

### **Right to Clarify / Verify**

- 4.22 We may at our sole discretion seek to clarify or verify your Tender. We will not do so where this would afford you the opportunity to improve your Tender by submitting a changed tender which would constitute a new tender. Where we do exercise our discretion to seek clarification or verification, in making our decision following receipt of an Applicant's response, we will not take into account any information received which falls outside of the scope of the specific clarification or verification we are seeking.

- 4.23 Where we contact you in circumstances outlined in 4.22, you must provide the information requested by the date specified by us. Any information provided by you after the specified date may not be taken into account by us when evaluating your Tender.

- 4.24 Prior to contract award, we reserve the right to seek an updated assessment of the mandatory and discretionary exclusions and financial viability sections of your Tender and reserve the right to not award the contract should there be material changes in these areas which, had they been evident at the time of the Conditions of Participation evaluation, would have resulted in you not being taken forward to tender stage.

- 4.25 Prior to the Contract Start Date, we may require information from you to enable the preparation and issue of contract documents. Where this information is not provided or is inaccurate in the Tender, we may contact you for these details. If you fail to provide the accurate information requested, this will not automatically result in your Tender being unsuccessful. However, this may delay the issuing of contract documentation to you and may prevent you from entering into the 2027 Peer Reviewer Contract and later commencing and being paid for services under the 2027 Peer Reviewer Contract.

### **Right to Reject**

- 4.26 If we receive information to suggest that any aspect of your Tender is false, misleading or incorrect in any material way we may undertake such enquiries as we consider necessary to determine the accuracy of the Tender. You must assist with any such enquiries.

- 4.27 We reserve the right at our absolute discretion to reject you from the procurement process for submitting:

- (a) false information; and/or
- (b) information which misrepresents your actual position; and/or
- (c) misleading information.

4.28 Paragraph 4.27 applies regardless of whether the information concerned was submitted with the intention of misleading us or misrepresenting your actual position or whether it was submitted recklessly, negligently or innocently.

### **Canvassing**

4.29 You must not, whether directly or indirectly:

- (a) canvass, or attempt to obtain any information from, any Ministers, officers, employees, agents or advisers of ours in connection with this procurement process; or
- (b) offer or agree to pay or give any sum of money, inducement or valuable consideration to any person for doing or having done or causing or having caused to be done any act or omission in relation to this procurement process.

### **Collusion**

4.30 You must not collude with any other person or organisation in any way during this procurement process. This would include, but not be limited to, the following examples:

- (a) Fixing or adjusting any element of your Tender by agreement with any other person, unless such an act would reasonably be permitted as part of this procurement process;
- (b) Entering into any agreement with any person for the purpose of inciting that person to refrain from submitting a Tender;
- (d) Sharing, permitting or disclosing access to any information relating to its Tender.

4.31 If we reasonably believe that you have colluded with another person in any way that breaches paragraph 4.30, we may (without prejudice to any other criminal or civil remedies available to it) immediately reject you from any further involvement in this procurement process.

### **Award**

4.32 Where a material change occurs to the Tender information you have submitted, including issues relating to any current contract you hold, you must inform us using the eTendering message boards for this procurement process at [LAA eTendering portal \(bravosolution.co.uk\)](https://bravosolution.co.uk) no later than 7 calendar days after being informed. We will conduct a re-assessment to ensure the Tender is not adversely impacted. A material change includes but is not limited to any event which would, had it occurred prior to the submission of your Tender have resulted in differences in your CDP Response or PSQ Response.

If upon re-assessment, your Tender is deemed to be unsuccessful or any conditions of contract award are not met, we will not proceed with any decision made to award a 2027 Peer Reviewer Contract. Failure to notify us of a material change may result in rejection from the procurement process and/or termination of any 2027 Peer Reviewer Contract.

- 4.33 We reserve the right, prior to any execution of a 2027 Peer Reviewer Contract, to carry out further due diligence checks as it deems necessary or appropriate. Where, as part of any due diligence, an Applicant is found not to comply with any of the Conditions of Participation which you committed to meeting in its Tender, we will not proceed with any decision made to award a 2027 Peer Reviewer Contract.
- 4.34 We reserve the right to place additional contractual conditions on the award of a 2027 Peer Reviewer Contract to you.
- 4.35 The award of a 2027 Peer Reviewer Contract does not guarantee a minimum amount of work or that a minimum level of income will be generated as a result of that 2027 Peer Reviewer Contract.

#### **Appeal and costs and expenses of Tender**

- 4.36 For the avoidance of doubt, there is no right of appeal available to you under this procurement exercise.
- 4.37 You are solely responsible for your own costs and expenses incurred in connection with the preparation and submission of a Tender irrespective of any subsequent cancellation or suspension of this procurement process by us. Under no circumstances will we, or any of its employees, be liable for any costs incurred by you.

#### **Confidentiality, Data Protection & Freedom of Information**

- 4.38 We may share any information contained in your Tender with the provider of the eTendering system for the purposes of administering the procurement process.
- 4.39 You should note that under the Freedom of Information Act 2000 (the "FOIA") we may be required to disclose details of its Tender in response to a request from third parties, either during or after the procurement process. We can only withhold information where it is covered by a valid exemption as set out in the FOIA.
- 4.40 If you are concerned about possible disclosure, you should contact us and clearly identify the specific parts of the Tender that it considers commercially sensitive or confidential (within the meaning of the FOIA), the harm that disclosure may cause and an estimated timescale for that sensitivity. You must familiarise itself with the Information Commissioner's current position on the disclosure and non-disclosure of commercially sensitive information and accordingly should not notify us of a blanket labelling of its entire Tender as confidential.
- 4.41 You must be aware that the receipt by us of information marked 'confidential' does not mean that we accept any duty of confidence in relation to that marking. Neither do we guarantee that information identified by you as confidential will not be disclosed where the public interest favours disclosure pursuant to our obligations under FOIA.

- 4.42 We will collect, hold and use Personal Data obtained from and about you during the course of the procurement process.
- 4.43 By submitting a Tender you consent and confirm that they have obtained all necessary consents from the relevant Data Subject to such Personal Data being processed and used in accordance with and/or for the purposes of administering the procurement process as contemplated by the Application Guide, the Tender and for the management of any contract subsequently awarded.
- 4.44 We and you anticipate that we shall act as a Data Controller and Processor in respect of any Personal Data provided to us by you as a requirement of the Tender.
- 4.45 You warrant and undertake, as a condition of the Tender, to us, on a continuing basis, that have: (a) all requisite authority and has obtained and will maintain all necessary consents required under the Data Protection Laws and shall not disclose, transfer or otherwise process Personal Data outside the UK without the prior written agreement of ours; (b) otherwise fully complied with all of your obligations under the Data Protection Legislation, in order to disclose to us the Personal Data and allow us to carry out the procurement process. You shall immediately notify us if any of the consents are revoked or changed in any way which affects our rights or obligations in relation to such Personal Data.
- 4.46 You agree that you shall notify us immediately if any Data Subject revokes, withdraws and/or changes their consent to the disclosure of the Personal Data to us in connection with the Tender.
- 4.47 We shall implement and maintain appropriate technical and organisational security measures to comply with the obligations imposed on us by the Security Requirements.
- 4.48 We may disclose any documentation or information submitted by you as part of a Tender, whether commercially sensitive or not, for the purposes of complying with any control and/or reporting obligations, to any other central Government Department or Executive Agency. For the avoidance of doubt, information will not be disclosed outside Government for these purposes. By submitting a Tender, you consent to documentation and information being held and used for these purposes.
- 4.49 We will publish details of all 2027 Peer Reviewer Contracts awarded in accordance with the Government’s transparency standards.
- 4.50 Following completion of this procurement process, we will retain copies of the Tender in accordance with our retention policy.

**Copyright & Intellectual Property Rights**

- 4.51 The information contained in these ITTs are subject to Crown Copyright. Applicants may, subject to paragraph 4.54, re-use this document (excluding logos) free of charge in any format or medium, under the terms of the Open Government Licence v3.0. To view this licence, visit: <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3> or write to the Information policy team, The National Archives, Kew, London, TW9 4DU, complete the online enquiry form: <https://www.nationalarchives.gov.uk/contact/contactform.asp?id=8>

4.52 If you use the Application Guide under the Open Government Licence v3.0, it should include the following attribution: “2027 Peer Review Procurement Process, Legal Aid Agency, Licensed under the Open Government Licence v3.0.”

#### **Public Procurement Review Service**

4.53 The Public Procurement Review Service (PPRS) allows government suppliers and potential government suppliers to raise concerns anonymously about unfair public sector procurement practice. The government can then investigate and resolve these concerns for contracting authorities as permitted under Part 10 of the Procurement Act 2023. To use the PPRS, read the terms set out in the Government’s published guidance and complete the public procurement review service case request form [here](#).

4.54 We confirm that we will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

**ANNEX A: GLOSSARY OF DEFINED TERMS**

<b>Term</b>	<b>Definition</b>
2027 Peer Reviewer Contract	The contract being procured under this Procurement Process
Applicant	An individual tendering to deliver the advertised services, referred to in this document as “you” or “your”
Application Guide	This document
CDP Response	A response to the information requested by the Cabinet Office on the Central Digital Platform
Complete Tender	A Complete Tender is a submission that includes both required components of the application, submitted through two separate systems: <ol style="list-style-type: none"> <li>1. CDP Response – Submitted via the Cabinet Office’s CDP.</li> <li>2. PSQ Response – Submitted via the Legal Aid Agency’s (LAA) eTendering system.</li> </ol>
Conditions of Participation	The minimum requirements that a supplier or bidder must meet to be eligible to participate in this procurement process as set by the LAA
Connected Persons	A connected person is defined in paragraph 45 of Schedule 6 to the Procurement Act 2023. Connected Persons can also affect associated persons. Connected Persons include those with significant control, directors, parent or subsidiary undertakings, predecessor companies, and others with significant influence or control
Crown Copyright	As defined under section 163 of the Copyright, Designs and Patents Act 1988
Cut-off Date	The date by which you must have submitted your Tender in order to start work at the next available Service Commencement Date, as set out at page 2 and paragraph 2.8 of this Application Guide
Debarment List	Debarment is a mechanism under which a Minister of the Crown can put a supplier on the centrally published Debarment List. This must be following an investigation, whereby the minister is satisfied that a supplier is an excluded supplier or an excludable supplier and should be added to the Debarment List. Current list can be found here: <a href="#">Debarment Review Service (DRS) - GOV.UK</a>
eTendering system	The LAA’s secure internet site at <a href="#">LAA eTendering portal (bravosolution.co.uk)</a> through which Tenders and the procurement process as a whole are managed
Executive Agency	A body tasked with carrying out executive functions within government
FAQ or Frequently Asked Questions	Questions with corresponding responses as published by the LAA and termed ‘Frequently Asked Questions’.
LAA Account Number	The unique reference assigned to each office/correspondence address from which civil legal aid work is undertaken
Mandatory Attachment	As set out in paragraphs 3.12 of the Application Guide.
Peer Reviewer Peer Review (PRPR)	A Peer Review of your own work
Procurement Specific Questionnaire (PSQ)	The way in which we collect and assess supplier information

Procurement Specific Questionnaire (PSQ) Response	Your response to the questions in the Qualification Envelope
Qualification Envelope	The section in the eTendering system where Applicants submit responses to the Procurement Specific Questionnaire
Signed Engagement Agreement	An agreement between an individual and a Provider confirming that the individual will be Engaged by the Provider from the Contract Start Date
Stage(s)	A reference to one or more of stages 1 – 4 of the Tender evaluation process as set out in Section 3 of the Application Guide.
Supervisor Declaration Form	A form setting out how you meet the Supervisor Standard in the relevant Category(ies) of Law being tendered for
Tender(s)	An Applicant's complete response to the procurement opportunity described in this Application Guide.
Verification Period	The period during which Applicants must achieve a PRPR score of 1 or 2 where they have not already done so in the three years preceding the relevant Cut-off Date for the assessment of your Tender in the Specialist Category(ies) being tendered for

**ANNEX B: QUALIFICATION ENVELOPE: PROCUREMENT SPECIFIC QUESTIONNAIRE****Part A - Confirmation of Central Digital Platform**

<b>Question No.</b>	<b>Question</b>	<b>Response Type</b>
A.1	What is your name?	Free text
Note	You must be registered on the Central Digital Platform (CDP) which can be found at <a href="https://www.gov.uk/find-tender">https://www.gov.uk/find-tender</a>	
A.2	What is your CDP unique identifier?	Free text
Note	<p>You must submit up-to-date Core Supplier Information (CSI) on the CDP and share this information with the LAA with a share code.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>a. basic information</li> <li>b. economic and financial standing information</li> <li>c. connected person information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies)</li> <li>d. exclusion grounds information</li> </ul> <p>Please confirm you have shared this information with us.</p>	
A.3.1	Please provide your share code to share your CSI	Free text
A.4	Are you on the debarment list?	Yes/No
A.4.1	If you answered yes to A.4 please provide further details	Free text
A.5.	Please provide an email address to which documents can be received.	Text

**Part B - Conditions of Participation**

Section	Condition of Participation	Question	Response Type
B.1	Engagement with a Provider	Please confirm you are or will be Engaged by a Provider at the Contract Start Date and throughout the Contract Period.	Options list:  Yes  No
B.1.1	Engagement with a Provider	Please confirm the following details of the Provider where you are or will be Engaged at the Contract Start Date:  Firm name Address and LAA Account Number  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.	Free text
B.2	Current Supervisor status	Please confirm each Specialist Category in which you are applying to become a Peer Reviewer	<b>Multiple choice</b>  Crime  Family  Housing  Immigration and Asylum  Mental Health
B.2.1	Current Supervisor status	Please confirm that you meet the Supervisor requirements in each Specialist Category in which you are tendering to become a Peer Reviewer	Options list:  Yes

			No
B.2.2	Current Supervisor status	Please provide a completed and compliant Supervisor Declaration Form in each Specialist Category in which you are tendering to become a Peer Reviewer, valid at the relevant Cut-off Date for the assessment of your Tender	Attachment
B.3	PRPR	<p>Please confirm that you either</p> <p>i) have received a PRPR score of 1 or 2 in the 3 years preceding the relevant Cut-off Date for the assessment of your Tender in each Specialist Category being tendered for and that you commit to achieving this throughout the Contract Period</p> <p>OR</p> <p>ii) have 15 closed legal aid files in each Specialist Category for which you are tendering ready for PRPR within 14 days of request and which can be used to pass a PRPR.</p> <p>Files will be selected in accordance with the Independent Peer Review Process Document which can be found at <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/614246/legal-aid-agency-audits-go-uk.pdf">Legal Aid Agency audits - GOV.UK</a></p>	<p>Options list:</p> <p>Yes</p> <p>No</p>
B.3.1	PRPR	Please confirm which options applies to you	<p>Options list:</p> <p>I have received a PRPR score of 1 or 2 in the 3 years preceding the Cut-off Date for the assessment of your Tender (Answer 3.2)</p> <p>I have 15 closed legal aid files in each Specialist Category being tendered for and which are ready for PRPR</p>

B.3.2	PRPR	Where you have stated you have received a PRPR score of 1 or 2 in the 3 years preceding the Cut-off Date for the assessment of your Tender in the Specialist Category(ies) being tendered for, please provide evidence of your result, such as your outcome notification letter	Attachment
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**Part C – Declaration**

I confirm that:

- to the best of my knowledge the answers submitted, and information contained in this document are complete, accurate and not misleading
- upon request and without delay I will provide any additional information requested of us
- I understand that the response to this section of the questionnaire will be used to assess whether I am entitled to participate in, or continue to participate in, this procurement
- I understand that I may be excluded from the procurement if requested information has not been provided, if any of this response or any follow-up responses are incomplete, inaccurate or misleading, if confidential information has been accessed or if we have unduly influenced your decision-making in this procurement
- I commit to:
  - achieving a PRPR score of 1 or 2 in each Specialist Category being tendered for during the Verification Period where I have not already done so in the 3 years preceding the relevant Cut-Off Date;
  - providing evidence that I meet the Cyber Essentials Essential Requirement by the Service Commencement Date; and
  - completing any Mandatory New Starter Training specified by the LAA prior to the Service Commencement Date.

Question No.	Question	Response
C.1	Name of the individual making this declaration	Free text
C.2	Contact telephone number	Free text
C.3	Contact email address	Free text