

2024 STANDARD CIVIL CONTRACT: PROCUREMENT: INQUESTS CATEGORY-SPECIFIC INFORMATION

This document contains:

1. Procurement Areas
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1. Procurement Areas

The Procurement Area applicable to the Inquests Category of Law is England and Wales.

2. Matter Starts (MS)

Matter Start Allocation	Lot-specific additional quality requirements/ powers
Unlimited	There is no fixed limit to the volume of Controlled Work Providers in this Category can undertake.

3. Category-Specific Requirements

Applicants responding to the Inquests ITT must commit to meeting the following requirements by the Service Commencement Date as applicable:

Requirements which all Applicants responding to the Inquests ITT must meet by the Service Commencement Date	
Supervisor	
By Service Commencement Date the Applicant will employ a PTE Supervisor who will actively supervise the Services tendered for in the inquests Category of Law.	
Office Presence	
By Service Commencement Date the Applicant will have an Office within the Procurement Area of England and Wales that meets at least a Part-Time Presence definition.	
Authorised Litigator	
By Service Commencement Date the Applicant will have access to an Authorised Litigator who will be available to each of its Offices.	

4. Verification Requirements

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

Verification which will be requested from all Applicants who are successful in tendering to deliver Inquests Contract Work	
What the LAA will verify	What evidence will be required
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. See paragraph 9.1 of the Inquests Application Guide for further information.	Confirmation of the Applicant's SRA or BSB number or CILEx Regulation ID. Where, in accordance with paragraph 9.3 of the Inquests Application Guide (Re-Opening), transitional provisions apply to an Applicant, they must confirm this in their verification response.
By Service Commencement Date the Applicant will comply with the requirements set out in paragraph 8.6 of the Inquests Application Guide in relation to Quality Standards. See paragraphs 8.1 – 8.10 of the Inquests Application Guide (Re-Opening) for further information on Quality Standards.	Applicants who intend to hold the SQM: 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. Fully pass the pre-quality mark SQM audit within 6 months of the Service Commencement Date. Applicants who currently hold the SQM: Must hold a valid accreditation that will be in force by the Service Commencement Date if they are to receive a 2024 Civil Contract. Where an Applicant takes longer to renew their

	SQM accreditation this may delay the Verification process and the Service Commencement Date. Applicants who intend to hold Lexcel: 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. Applicants who currently hold Lexcel: Must hold i. A valid accreditation that will be in force by the Service Commencement Date if they are to receive a 2024 Civil Contract. Where an Applicant takes longer to renew their Lexcel accreditation this will delay the Verification process and the Service Commencement Date. ii. Where the Applicant's Lexcel accreditation is due to expire within 3 months of their Tender they must provide written confirmation that they have an audit booked and will have achieved accreditation by the Service Commencement Date.
By Service Commencement Date the Applicant will employ a PTE Supervisor who will actively supervise the Services tendered for in the Inquests Category of Law.	Compliant Supervisor Declaration Forms for each Supervisor in the Inquests Category of Law.
By Service Commencement Date the Applicant will have an Office in England and Wales 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 have access to an Authorised Litigator 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
Note	Applicants tendering to deliver Inquests Contract Work under a 2024 Standard Civil Contract must submit a response to the Inquests Selection Questionnaire (itt_1083) in addition to this ITT. When completing your Inquests ITT Response you should save your work regularly. 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. 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.	
Note	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 Inquests Application Guide.	
A.1.ii	Is the Applicant intending to deliver Contract Work in this Category of Law from another Office?	Options List: Yes No
A.1.iii	Please enter the Office address (excluding postcode) from which you intend to deliver Contract Work. 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, 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. 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	Free text

	Question	Response Type
	from which you intend to deliver Contract Work, please enter 'TBC'. This information must be provided before the LAA can issue contract documentation.	
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

Section B – Miscellaneous Contract Work

	Question	Response Type
NOTE	In this section the Applicant may tender for Matter Starts to undertake compensation claims for victims of human trafficking and/or modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of the Legal Aid Sentencing and Punishment of Offenders Act 2012 (LASPO).	
B.1.i	Does the Applicant wish to receive an allocation of Matter Starts to undertake compensation claims for victims of human trafficking and modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO?	Options List: Yes No

Section C – Warranties and Declaration

By completing and submitting this Inquests ITT Response, the Applicant confirms that it will meet the following requirements by the Service Commencement Date to be awarded a 2024 Standard 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 Inquests Civil Application Guide in relation to Quality Standards; and
- by Service Commencement Date will employ PTE Supervisors who will actively supervise the Services tendered for in the Inquests Category of Law; and
- by Service Commencement Date the Applicant will have an Office(s) that meets at least a Part-Time Presence definition; and
- by Service Commencement Date will have access to an Authorised Litigator who will be available to each of its Offices to deliver Licensed Work.

By completing and submitting this Inquests 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 Inquests 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 Inquests 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 Inquests ITT Response in order to be awarded a 2024 Standard Civil Contract. I understand that the longer I take to pass a desktop audit may delay the Verification process and the Service Commencement Date.

	Question	Response Type
C.1	Name of the individual making declaration on behalf of the Applicant	Free text
C.2	Status within the Applicant organisation	Free text