Legal Aid Agency

Procurement of 2027 Peer Reviewer Contract: Frequently Asked Questions (FAQ)

Many questions will be answered by the information given in the Application Guide, which can be found here.

The FAQ document will be updated annually each May as a minimum and additional questions and answered will be highlighted in blue text.

Questions that we consider to be of interest have been collated and answered centrally in writing to ensure that all interested parties have equal access to information in the answers. These questions and answers have been published in this FAQ document.

Where not defined in the body of this Application Guide, capitalised terms are defined in the Glossary of defined terms in the Application Guide or the 2027 Peer Reviewer Contract.

Technical Questions on how to use the e-Tendering system

There is a Helpdesk to provide technical support to Applicants using the eTendering system. However, the Helpdesk is **unable** to assist you with problems with your own computer hardware or systems. For these types of issues, you should contact your usual IT support.

Questions for the helpdesk should be forwarded through this online form.

The Helpdesk remains open after the tender closes. However, we recommend that you start to complete your tender early so that you identify any areas where you might need technical help as soon as possible.

The next Cut-off Date for Tenders to be assessed for service commencement on 1 March 2028 is 17:00 on 7 June 2027.

Tenders will subsequently be assessed annually according to the table in paragraph 2.8 of the Application Guide.

General

1. **I have logged into the eTendering system and I cannot access Find A Tender or the PSQ, can you please direct me as to where it is?**

   I am trying to find the Central Digital Platform (CDP) for the above opportunity but can't locate it on the Find a Tender website.

A. You can find the CDP at Find a Tender

There is no specific CDP for this procurement; you should use the general CDP. Once you have registered on the CDP, completed your information and been provided with a share code, this part of the process is complete.

You can register your interest for the procurement through the LAA's eTendering system here. You can find the PSQ in ITT_1081 at project_185.

When you submit your PSQ you will be asked to provide your CDP share code. Once complete, the LAA can automatically access your information from the CDP.

2. **When completing the questionnaire, I am being asked to include a CDP unique number and a share code. My firm is registered as an organisation on CDP. Do I need to therefore give the firm's CDP unique code and ask the firm to generate a share code for me to use? Or alternatively, am I required to register myself individually on CDP so that I have a unique code and share code for myself?**

A. You must register on the CDP and provide the share code which applies to you as an individual. Do not provide the unique number or share code for the Provider by whom you are Engaged.

3. **Am I required to set up a further account on Jaggaer as an individual or is it ok for me to submit the response to questionnaire on the account I already have?**

A. You may use an eTendering account registered to your organisation if you wish or you may create an account for you as an individual.

If you are using an account created for an organisation you must ensure that, when responding the question A.1 in the Procurement-Specific Questionnaire (PSQ), you provide your own name and not the name of your organisation. This is because this contract can only be held by an individual.

4. **Please confirm what evidence of financial standing I should be providing for registration on the CDP.**

A. As set out at paragraph 3.14 of the Application Guide, financial information provided as part of the CDP is for information only and will not form part of any assessment of your tender.
The CDP is not an LAA-owned system and as such we are unable to disable functionality where information will not in itself form part of the assessment.

For this procurement you should provide information which you consider relevant to the subject matter of this contract.

5. When completing my information on the CDP, what should I be aware of?

A. Public contracting authorities such as the LAA are required under the Procurement Act 2023 to publish details of contracts they award. This means that information including the name and address of the those who are awarded contracts will be available through the Find A Tender website.

The address you use to submit your CDP Response will be used to meet our obligations under the Act. Therefore, if you use your home address this information will be published where you are successful in obtaining a contract.

Where you do not wish for your home address to become part of public records, we encourage you to use another address when completing your tender to ensure your personal data is protected.

Conditions of Participation

6. I understand that one of the requirements is evidence of my organisation's Peer Review outcome from within the last three years. Is this correct?

A. No, there is no requirement to provide evidence of the Peer Review outcome of the organisation by whom you are Engaged as part of this procurement process.

A PRPR is a Peer Review of your own work, not of the Provider by whom you are Engaged. Only those who have previously tendered to become a Peer Reviewer are likely to have had a PRPR in the last 3 years.

It is a requirement that those tendering for this contract either:

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

or

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.

7. My organisation has achieved a Peer Review score of 3. Does this preclude me from tendering to become a Peer Reviewer?

A. The Peer Review score achieved by the Provider by whom you are Engaged does not preclude you from tendering to hold a 2027 Peer Reviewer Contract.

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 the Application Guide will be awarded a 2027 Peer Reviewer Contract.

8. One of the Conditions of Participation is that I 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 or have 15 closed legal aid files ready for PRPR upon request which can be used to pass a PRPR.

What time period must the 15 files come from?

A. Files must have been opened no earlier than 3 years preceding the submission of your Tender and closed within at least the last 12 months before the relevant Cut-off Date for the assessment of your Tender in the Specialist Category being tendered for. Cut-off Dates are set out on page 2 and paragraph 2.8 of the Application Guide.

Submitting a new Tender

9. I have previously been unsuccessful in tendering for a 2027 Peer Reviewer Contract; can I tender again?

A. Yes. If you have been notified that your Tender has been unsuccessful, you may tender again. Your previous Tender cannot be amended, however, so you must submit a new Complete Tender in accordance with the information contained in the Application Guide.