

National Invitation to Tender
for the deliver of publicly funded
Specialist Family Services

(Domestic Violence and/or Public Law Children)

Tender Form

IFA REFERENCE: National001

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Section One: Guidance on filling in this Tender Form

1.1 Introduction

We are pleased that you are considering submitting a tender to deliver civil legal aid services.

This Tender Form replicates the criterion set out in the National001 'Information for Applicants' ("IFA"), which invited organisation to tenders to deliver Specialist Family Services (Domestic Violence and/or Public Law Children).

We would encourage you to read the brief information set out below before filling in this Tender Form.

1.2 Information about the Tender Form

This Tender Form has four parts:

FORM A: requires information about your organisation and, if you are a current provider, information about your Unified Contract;

FORM B: replicates the criteria in the Invitation to Tender National 001 and sets out the questions you must answer to tender for this work;

FORM B: is a checklist which you must submit confirming the procurement area/s you wish to deliver services in and the number of additional pages you are submitting with each Form B; and

FORM C: is the declaration you must sign and submit.

1.3 What parts of the Tender Form should you submit?

Your organisation should send only one Tender Form to your nearest LSC office.

This Tender Form should contain one each of FORMS A, C and D and **a separate FORM B for each Procurement Area** you wish to deliver this service in.

E.g. Organisation A's nearest office is the London Regional Office.

An Organisation wishes to tender to deliver services in London, Manchester and Leeds.

Organisation A should therefore send to the LSC's London Office the following:

- One FORM A;
- Three separate FORM B for London, Manchester and Leeds;
- One FORM C; and
- One FORM D.

1.4 Considering the Information for Applicants in filling out this form

In answering the questions in this Tender Form, please consider the details provided in the Information for Applicants, particularly Section Two which contains the detailed information on the service we wish to procure and the criteria you must meet.

Please note that all boxes in this Tender Form must be completed. If a question is not relevant to your organisation, please write 'Not applicable' rather than leave it blank.

You should also familiarise yourself with the Conditions of Tender.

1.5 What if you need to use additional pages?

The space provided for answers is not reflective of the size of the response required. If there is insufficient space in the box, you should increase the size of the box, or may refer to an attached extra page. All pages must be numbered sequentially, including extra pages (e.g. page 1 of 6).

Please also number any appendices and documents submitted to support your application in the same way and mark them at the top with your organisation's name.

1.8 Returning the Tender Form

You should return your Tender Form to you most local LSC office as set out in the IFA.

1.8 Important note for current holders of the Unified Contract

If you hold a Unified Contract you are bound by the terms of that contract in making this tender (Clause 22).

FORM A – INFORMATION ABOUT YOUR ORGANISATION

Please complete a separate Form A for each of the Procurement Areas you are tendering to deliver this work in. (see Appendix Two of the Information for Applicants for detail of the LSC's Procurement Areas)

Invitation to Tender: National001 <u>Specialist Family Services</u> <u>(Domestic Violence and/or Public Law Children)</u>	
Details of your organisation	
Name of organisation	
Constitution of the organisation (Partnership, LLP, Company or NfP etc)	
Name of representative	
Contact address and postcode	
Contact telephone number	
Contact email address	
DX number and District	
Fax number	

The Section below is for existing holders of the Unified Contract.

Unified Contract – Contract Number

Unified Contract – Office Schedules(s)

Please list the numbers of all your Office schedules.

FORM B – TENDER INFORMATION

Please complete a separate Form A for each of the Procurement Areas you are tendering to deliver this work in. (see Appendix Two of the Information for Applicants for detail of the LSC's Procurement Areas)

Details of Tender	
Minimum Capacity of Matter Starts you are offering to deliver in Family	
Maximum Capacity of Matter Starts you are offering to deliver in Family	
Procurement Area/s in which the service is to be delivered	
Specific location where the face to face service is to be delivered	

Essential Criteria

Organisations must satisfy all the essential criteria in order to be awarded a contract.

A. Organisations must have a specialist adviser in Domestic Violence and/ Public Law Children.

To deliver Public Law specialist advice services, the organisation must provide evidence of having at least one adviser who is a member of the Law Society's Children Panel (adult/child representative).

In addition or alternatively, to deliver Domestic Violence specialist advice services the organisation the organisation must provide evidence of having at least one adviser who is:

A Law Society's Advanced Family Panel member;
or

A Resolution's Accredited Specialist in Domestic Abuse;

or

Able to demonstrate experience of delivering an advice service targeted at clients suffering from domestic abuse (e.g. outreach provided at a Women's Aid affiliated service or telephone advice given through a dedicated domestic violence helpline).

<p>B. The organisation must be able and willing to deliver services across the whole range of work in the Family Category of Law.</p>	
<p>Are you able to provide a casework (specialist help) service across the whole range of work in the Family Category of Law?</p>	<p>Yes/No</p>
<p>Do you have advisers who qualify as category supervisors in Family (please provide a Self Declaration form for each adviser)</p>	
<p>C. The organisation must pass, as a minimum, the preliminary stage of the SQM in all the relevant Categories of Law prior to the service commencing.</p>	
<p>It will be a requirement of the Contract that you must pass at least the preliminary stages of the SQM in Family prior to the service commencing.</p> <p>Do you currently hold the SQM in the categories of laws you are seeking to tender for?</p>	
<p>If you do not hold the SQM in Family, do you agree to apply to pass the SQM prior to the service commencing?</p> <p>(for guidance on the Commission's current quality standard for suppliers, see the Specialist Quality Mark – available on our website)</p>	<p>Yes/No</p>

<p>D. The organisation must confirm that it is able to begin delivery of the service within 12 weeks from the date the contract is awarded.</p>	
<p>Are you able to provide the service within 12 weeks from the date the contract is awarded?</p>	<p>Yes/ No</p>
<p>If the service is not currently operating, please set out plans that clearly demonstrate your ability to make the service operational within 12 weeks.</p> <p>Please comment on the availability of qualified staff, supervision and accommodation.</p>	
<p>E. The organisation, on the written request of the LSC to repay money, must not have <i>failed</i> either to make proposals for repayment by any deadline set OR adhere to a repayment agreement.</p>	
<p>Have you failed to make a proposal for repayment or adhere to a repayment agreement? – If yes please provide details</p>	<p>Yes/No</p>

<p>F. The organisation must not be prevented from applying to the LSC by the terms of any written notice of termination or in the absence of any written terms the organisation must not have received a notice to terminate any contract between it and the LSC in the last two years.</p>	
<p>Have you received any written notices from the LSC in the last 2 years terminating any contract between you and the LSC (apart from the notice to terminate the General Criminal contract in January 08)?</p> <p>If so, what did contract did it/ they relate to?</p>	<p>Yes/no</p>
<p>If you have received a notice to terminate in the previous two years please provide details of the terms of that notice. (E.g. Copy written notice)</p>	
<p>G. Any organisation that currently holds a Unified Contract must not be operating under a confirmed peer review rating at 4 or 5 in any Categories of Law following conclusion of the Peer Review process.</p>	
<p>Has your organisation received a confirmed (i.e. after conclusion of appeal process) peer review result in the last 12 months?</p> <p>If so, was this a category 4 or 5 result?</p> <p>(Peer review findings fall into 5 categories: 1 excellent; 2 good/competent plus; 3 threshold competent; 4 poor/ not competent; 5 very poor/ not performing.)</p>	

FORM C: CHECKLIST

Please complete and submit the box below to indicate which Procurement Area/s you are tendering for and the number of additional pages you may have submitted with each tender:

<i>Procurement Area</i> <i>(See Appendix Two of the IFA)</i> <i>E.g. Coventry,</i>	<i>If applicable, please indicate below the number of additional pages submitted</i>

FORM D: DECLARATION

Please sign and submit the following declaration. You are required to submit one declaration with each Tender Form you submit to an LSC Office.

Declaration	
<p>I/we hereby apply to provide services in accordance with the Information for Applicants and this Tender Form. I/we certify that the information provided in this Tender Form is accurate to the best of my/our knowledge, information and belief. I/we understand that if I/we have not answered every question on this form, my/our application may be rejected; further, that any material inaccuracy or omission in the information that I/we have provided may lead to this Tender Form being treated as invalid and/or any contract offered or awarded being withdrawn or amended by the Commission. I/we understand that this Tender Form does not bind either the Commission or me/us to enter into a contract.</p>	
Signed:	Date:
Name:	Status:
Signed:	Date:
Name:	Status:
<p><i>This Application Form must be signed for you by a person who can bind you to it. If the organisation is a partnership, a partner must sign. If it is a sole practitioner solicitor, the sole practitioner (principal) must sign. If it is a company, a director must sign. If it is an LLP, two LLP members must sign.</i></p>	