

**National Invitation to Tender for delivery of
publicly funded Mental Health Services**

Tender Form

IFA REFERENCE: National002

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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 National002 'Information for Applicants' ("IFA"), which invited organisation to tenders to deliver Mental Health Services.

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 criterion in the Invitation to Tender National 002 and sets out the questions you must answer to tender for this work;
- FORM C: is a checklist which you must submit confirming the LSC office whose geographic area you wish to deliver services in, and the number of additional pages you are submitting with each Form B; and
- FORM D: is the declaration you must sign and submit.

1.3 How do I tender for services in geographic locations covered by different LSC offices?

The IFA contained 9 separate invitations to tender – each setting out the services we wished to procure in the geographic area administered by the LSC office.:

- National002East Midlands
- National002West Midlands
- National002South West
- National002Eastern
- National002Southern
- National002North West
- National002Yorkshire& Humberside
- National002Wales
- National002North East

You should submit one Tender Form to the LSC office for each of the separate services you wish to tender for.

E.g.

If you wish to tender to deliver mental health services in Wales and the South West you should submit a separate Tender Form to each of the Wales and South West LSC office at the addresses set out in the IFA.

1.4 What parts of the Tender Form should you submit?

Your Tender Form should contain **one each** of FORMS set out below.

E.g.

An organisation wishes to tender to deliver services in Wales and the South West.

The organisations should therefore send to the Wales office the Tender Form including:

- One FORM A;
- One FORM B;
- One FORM C; and
- One FORM D.

The organisation should also send to the South West office the Tender Form including:

- One FORM A;
- One FORM B;
- One FORM C; and
- One FORM D.

1.5 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.

1.6 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.

1.7 Returning the Tender Form

You should return your Tender Form to you the LSC office, which administers the geographic area you a seeking to deliver your services in - 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

Invitation to Tender: National001 <u>Mental Health Services</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 for Applicants reference number (e.g. Lon/001 – 0010)	IFA REFERENCE: National002
Tender reference number (e.g. National001Wales or National 001SouthEast):	

	Priority One Locations	Priority Two Locations	Priority Three Locations	Other locations within the region*
Please list the names of the locations you wish to deliver services at				
Minimum Capacity of Matter Starts you are offering to deliver in Mental Health for each location				
Maximum Capacity of Matter Starts you are offering to deliver in Mental Health for each location				

**N.b - As set out in the IFA, we are only considering tenders to deliver services at any hospital that is not a Priority One, Two or Three hospital within an LSC region, which has been designated as having 'Significant Travel'. In addition, within those regions designated as having 'Significant travel', we would only consider allocating matter starts to these locations where we have capacity of matter starts remaining after the services required in Priority Hospitals have been satisfied.*

Essential criteria for providing the service

(not listed in order of importance – all the criteria are equally important)

Organisations must satisfy all the essential criteria in order to move on to the next stage where the desirable criteria will be assessed.

A. The organisation must be able and willing to deliver services across the whole range of work in the Mental Health Category of Law.

Are you able to provide a casework (specialist help) service across the whole range of work in the Mental Health Category of Law?	Yes/No
Do you have advisers who qualify as SQM category supervisors in Mental Health Category of Law (please provide a Self Declaration form for each adviser)	

B. The organisation must be able and willing to deliver the service at locations designated in the Invitations to Tender as either a:

- ***Priority One Location;***
- ***Priority Two Location;***
- ***Priority Three Location; or***
- ***Other locations within the region***

The service(s) are targeted at specific locations. Are you able and willing to deliver the service in one of the Priority Locations listed in the IFA or other locations within the region?	Yes/No
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<p>Please list the location(s) you are bidding to deliver the services at?</p>	
<p>C – There is no Essential Criteria C for this Tender</p>	
<p>D. The organisation must pass, as a minimum, the preliminary stage of the SQM in Mental Health prior to the date the service commences.</p>	
<p>It will be a requirement of the Contract that you must pass at least the preliminary stages of the SQM in Mental Health prior to the service commencing.</p> <p>Do you currently hold the SQM in Mental Health you are seeking to tender for?</p>	
<p>If you do not hold the SQM in Mental Health, 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>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>	

<p>Part 2 Desirable criteria for providing the service (Please note these are in no particular order of importance)</p>
<p>1. Preference will be given to organisations that can demonstrate referral arrangements and links with local service provision in Social Welfare Law, particularly, Community Care, Housing, Debt and Welfare Benefit.</p>

<p>Will you provide a link?</p> <p>How will you link up with other local community services e.g. other legal advice and relevant non-legal advice services?</p>	<p>Yes/No</p>
<p>2. When deciding between bids for Priority Three hospitals, preference will be given to bids to serve a number of such hospitals within the same NHS Trust area.</p>	
<p>The LSC office may have identified more than one Priority Three hospital in the geographical area. If you wish to tender for Priority Three hospitals in this area, are you able to deliver the service across a number of Priority Three hospitals in the same NHS Trust Area?</p>	<p>Yes/ No</p>
<p>List the Category 3 hospitals at which you are able to deliver a service.</p>	
<p>3. Preference will be given to organisations that can begin to deliver 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>

If the service is not currently operating, please set out plans that clearly demonstrate your ability to make the service operational within 12 weeks.

Please comment on the availability of qualified staff, supervision and accommodation.

Tie Breaker (see section 4.4 of the Information for Applicants)

Whilst consideration will be given to all tenders from organisations wishing to provide the services we require, in the case of a tie break situation (as described in section 4.4 of the Information for Applicants), we may give preference to organisations which can:

Demonstrates how it will deliver services in the Mental Health category of law, which will improve local supply and reach unmet need within the LSC region.

If there is any information you would like to submit to support your tender, in the event we applied this tie break criteria to you, please set this information out in no more than 500 words below:

FORM C: CHECKLIST

Please complete and submit the box below to indicate which LSC office you are tendering to deliver services in and the number of additional pages you may have submitted with each tender:

LSC Region	<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>	