

London Region

Tender Form

IFA REFERENCE: LONDON001-0014

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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 in the London Region.

This Tender Form replicates the criteria set out in the London Region 'Information for Applicants' ("IFA") for each of the services we are inviting organisation to tenders for.

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

Section Two of this Tender Form includes the separate forms for each of the 'invitations to tender' for services contained in the London Region IFA.

The London Region IFA contained fourteen separate 'invitations to tender'. This Tender Form therefore contains fourteen separate forms for you to use to tender for each of these services.

Each separate form is headed with the reference number, which corresponds with the reference number of each of the invitation to tenders contained in the IFA.

You may be tendering for some or all of the services and therefore you must ensure you complete the right form for the service you wish to tender for.

Section Three of this Tender Form contains a checklist and a declaration.

You must complete the checklist, which asks you to confirm which services you are tendering for and the number (if any) of additional pages you are submitting.

1.3 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.

1.4 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.

1.5 Do I need to return all the Sections of this Tender Form?

You may be tendering for some or all of the services contained in the IFA. Therefore it is not necessary for you to return the parts of Section Two this Tender Form, which relate to services you are not tendering for.

E.g. If you wish only to tender for London001 (pages 6 –12 of this Tender Form) you need not return to us pages 14 - 115.

However you must return Section 3 of this Tender Form in its entirety - Checklist and Declaration.

1.6 Returning the Tender Form

You should return you Tender Form to the office address set out in the IFA.

1.7 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).

Section 2 - Individual forms

2.1

Invitation to Tender: London001 Social Welfare Law in Procurement Area of Bexley

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.	

Details of Tender	
<p>Minimum Capacity of Matter Starts you are offering to deliver in each Category of Law.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Maximum Capacity of Matter Starts you are offering to deliver in each Category of Law up to the available in each tender.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Procurement Area in which the service is to be delivered</p>	
<p>Specific Location where the face to face service is to be delivered</p>	

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 the service in the Procurement Area of Bexley.

<p>The service(s) are targeted at specific locations.</p> <p>Are you able and willing to deliver the service in the Procurement Area of Bexley?</p>	<p>Yes/No</p>
<p>What location(s) have you chosen to deliver the services?</p>	

B. The organisation must be able to deliver the full range of advice (legal help to full representation) in accordance with the terms of the Unified Contract in at least 3 of the following categories of law: Debt, Welfare Benefits, Housing, Employment or Community Care.

<p>Please list the categories of law you wish to bid for:</p>	
<p>Are you able to deliver the full range of advice (legal help to full representation) in accordance with the terms of the Unified Contract in all the categories of law you have listed above?</p>	<p>Yes/No</p>

<p>Do you have advisers who qualify as category supervisors in each of the categories of law you have listed above? (please provide a Self Declaration form for each adviser)</p> <p>If not, do you confirm that you will have a category supervisor in each of the categories of law you have listed above by the time the service commences?</p>	<p>Yes/No</p> <p>Yes/No</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 all the categories of law you are bidding for 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>Yes/No</p>
<p>If you do not hold the SQM in some or all of the categories, 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>	
<p>H. Any organisation wishing to bid for the categories of Housing or Community Care must have an authorised litigator for each category in place by the date the service commences?</p>	
<p>Have you bid for Housing</p>	<p>Yes/No</p>
<p>and/or Community Care?</p>	<p>Yes/No</p>
<p>If you have stated “Yes” above, do you have access to an authorised litigator in each of the categories of law listed above for which you are bidding?</p> <p>If you wish to bid for one or both of the categories of law listed above but do not currently have access to an authorised litigator, will you have access to an authorised litigator prior to the service commencing?</p>	<p>Yes/No</p>

<p>Part 2</p> <p style="text-align: center;">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 have an office based within the Procurement Area, which is accessible to clients (e.g. appointments are available) between the hours of 9-5 Mon to Friday.</p>

<p>Will you have an office based in the Bexley Procurement Area?</p> <p>What is the proposed location of your office?</p>	<p>Yes/No</p>
<p>Please state the hours that face to face specialist legal advice will be available at this office?</p>	
<p>2. Preference will be given to organisations who can deliver work in the categories of Debt, Employment or Community Care.</p>	
<p>Are you bidding for work in the categories of Debt, Employment or Community Care?</p> <p>Please state which you are bidding for.</p>	<p>Yes/No</p>
<p>3. Preference will be given to organisations that can provide access to services via a “drop in” arrangement for clients on at least 2 days a week.</p>	
<p>Will you provide access for clients through a “drop in” arrangement?</p> <p>If yes, please demonstrate how you would deliver a “drop in” arrangement for clients?</p>	<p>Yes/No</p>

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:

(a) deliver the services for which they are tendering for in the widest geographical spread of locations within the Procurement Area; and/or

Where we are inviting tenders to deliver services across multiple Categories of Law

(b) deliver the greatest number of Categories of Law

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:

2.2

**Invitation to Tender: London002
Social Welfare Law in Procurement Area of Harrow**

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.	

Details of Tender

Minimum Capacity of Matter Starts you are offering to deliver in each Category of Law.
(e.g. 100 in Housing, 75 in Community Care etc)

Maximum Capacity of Matter Starts you are offering to deliver in each Category of Law up to the available in each tender.
(e.g. 100 in Housing, 75 in Community Care etc)

Procurement Area in which the service is to be delivered

Specific Location where the face to face service is to be delivered

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 the service in the Procurement Area of Harrow.

<p>The service(s) are targeted at specific locations.</p> <p>Are you able and willing to deliver the service in the Procurement Area of Harrow?</p>	<p>Yes/No</p>
<p>What location(s) have you chosen to deliver the services?</p>	

B. The organisation must be able to deliver the full range of advice (legal help to full representation) in accordance with the terms of the Unified Contract in at least 3 of the following categories of law: Debt, Welfare Benefits, Housing, Employment or Community Care.

<p>Please list the categories of law you wish to bid for:</p>	
<p>Are you able to deliver the full range of advice (legal help to full representation) in accordance with the terms of the Unified Contract in all the categories of law you have listed above?</p>	<p>Yes/No</p>

<p>Do you have advisers who qualify as category supervisors in each of the categories of law you have listed above? (please provide a Self Declaration form for each adviser)</p> <p>If not, do you confirm that you will have a category supervisor in each of the categories of law you have listed above by the time the service commences?</p>	<p>Yes/No</p> <p>Yes/No</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 all the categories of law you are bidding for 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>Yes/No</p>
<p>If you do not hold the SQM in some or all of the categories, 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>	
<p>H. Any organisation wishing to bid for the categories of Housing or Community Care must have an authorised litigator for each category in place by the date the service commences?</p>	
<p>Have you bid for Housing</p>	<p>Yes/No</p>
<p>and/or Community Care?</p>	<p>Yes/No</p>
<p>If you have stated “Yes” above, do you have access to an authorised litigator in each of the categories of law listed above for which you are bidding?</p> <p>If you wish to bid for one or both of the categories of law listed above but do not currently have access to an authorised litigator, will you have access to an authorised litigator prior to the service commencing?</p>	<p>Yes/No</p>

<p>Part 2</p> <p>Desirable criteria for providing the service</p> <p>(Please note these are in no particular order of importance)</p>
<p>1. Preference will be given to organisations that have an office based within the Procurement Area, which is accessible to clients (e.g. appointments are available) between the hours of 9-5 Monday to Friday.</p>

<p>Will you have an office based in the Harrow Procurement Area?</p> <p>What is the proposed location of your office?</p>	<p>Yes/No</p>
<p>Please state the hours that face to face specialist legal advice will be available at this office?</p>	
<p>2. Preference will be given to organisations who can deliver work in the categories of Employment or Community Care.</p>	
<p>Are you bidding for work in the categories of Employment or Community Care?</p> <p>Please state which you are bidding for.</p>	<p>Yes/No</p>
<p>3. Preference will be given to organisations that can provide access to services via a “drop in” arrangement for clients on at least 2 days a week.</p>	
<p>Will you provide access for clients through a “drop in” arrangement?</p> <p>If yes, please demonstrate how you would deliver a “drop in” arrangement for clients?</p>	<p>Yes/No</p>

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:

(a) deliver the services for which they are tendering for in the widest geographical spread of locations within the Procurement Area; and/or

Where we are inviting tenders to deliver services across multiple Categories of Law

(b) deliver the greatest number of Categories of Law

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:

2.3

**Invitation to Tender: London003
Social Welfare Law in Procurement Area of Redbridge**

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.	

Details of Tender	
<p>Minimum Capacity of Matter Starts you are offering to deliver in each Category of Law.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Maximum Capacity of Matter Starts you are offering to deliver in each Category of Law up to the available in each tender.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Procurement Area in which the service is to be delivered</p>	
<p>Specific Location where the face to face service is to be delivered</p>	

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 the service in the Procurement Area of Redbridge.

<p>The service(s) are targeted at specific locations.</p> <p>Are you able and willing to deliver the service in the Procurement Area of Redbridge?</p>	<p>Yes/No</p>
<p>What location(s) have you chosen to deliver the services?</p>	
<p>B. The organisation must be able to deliver the full range of advice (legal help to full representation) in accordance with the terms of the Unified Contract in at least 3 of the following categories of law: Debt, Welfare Benefits, Housing, Employment or Community Care.</p>	
<p>Please list the categories of law you wish to bid for:</p>	
<p>Are you able to deliver the full range of advice (legal help to full representation) in accordance with the terms of the Unified Contract in all the categories of law you have listed above?</p>	<p>Yes/No</p>

<p>Do you have advisers who qualify as category supervisors in each of the categories of law you have listed above? (please provide a Self Declaration form for each adviser)</p> <p>If not, do you confirm that you will have a category supervisor in each of the categories of law you have listed above by the time the service commences?</p>	<p>Yes/No</p> <p>Yes/No</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 all the categories of law you are bidding for 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>Yes/No</p>
<p>If you do not hold the SQM in some or all of the categories, 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>	
<p>H. Any organisation wishing to bid for the categories of Housing or Community Care must have an authorised litigator for each category in place by the date the service commences?</p>	
<p>Have you bid for Housing</p>	<p>Yes/No</p>
<p>and/or Community Care?</p>	<p>Yes/No</p>
<p>If you have stated “Yes” above, do you have access to an authorised litigator in each of the categories of law listed above for which you are bidding?</p> <p>If you wish to bid for one or both of the categories of law listed above but do not currently have access to an authorised litigator, will you have access to an authorised litigator prior to the service commencing?</p>	<p>Yes/No</p>

<p>Part 2</p> <p>Desirable criteria for providing the service</p> <p>(Please note these are in no particular order of importance)</p>
<p>1. Preference will be given to organisations that have an office based within the Procurement Area, which is accessible to clients (e.g. appointments are available) between the hours of 9-5 Monday to Friday.</p>

<p>Will you have an office based in the Harrow Procurement Area?</p> <p>What is the proposed location of your office?</p>	<p>Yes/No</p>
<p>Please state the hours that face to face specialist legal advice will be available at this office?</p>	
<p>2. Preference will be given to organisations who can deliver work in the categories of Debt or Community Care.</p>	
<p>Are you bidding for work in the categories of Debt or Community Care?</p> <p>Please state which you are bidding for.</p>	<p>Yes/No</p>
<p>3. Preference will be given to organisations that can provide access to services via a “drop in” arrangement for clients on at least 2 days a week.</p>	
<p>Will you provide access for clients through a “drop in” arrangement?</p> <p>If yes, please demonstrate how you would deliver a “drop in” arrangement for clients?</p>	<p>Yes/No</p>

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:

(a) deliver the services for which they are tendering for in the widest geographical spread of locations within the Procurement Area; and/or

Where we are inviting tenders to deliver services across multiple Categories of Law

(b) deliver the greatest number of Categories of Law

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:

2.4

**Invitation to Tender: London004
Community Care across the London Region**

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.	

Details of Tender		
<p>Procurement Areas in which the service is to be delivered</p> <p>This tender is for provision of Community Care advice across the London Region, which for this process we have split into four sub regional areas. You only need state the max/min Matter Starts you are bidding for the area, not for individual Procurement Areas within that sub regional area.</p>	<p>Min Capacity of Matter Starts you bid to deliver in Community Care in each sub regional area</p>	<p>Max Capacity of Matter Starts you bid to deliver in Community Care in each sub regional area</p>
<p>1. London South East Group</p> <ul style="list-style-type: none"> • Greenwich • Bexley • Bromley 		
<p>2. London South West Group</p> <ul style="list-style-type: none"> • Hounslow • Richmond on Thames • Kingston on Thames • Merton & Sutton • Croydon 		
<p>3. London North East Group</p> <ul style="list-style-type: none"> • Waltham Forest • Redbridge • Havering 		
<p>4. London North West Group</p> <ul style="list-style-type: none"> • Hillingdon • Harrow • Ealing • Kensington & Chelsea • Barnet & Enfield 		

<p>Specific Location where the face to face services are to be delivered</p>	
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<p>Essential criteria for providing the service</p> <p>(not listed in order of importance – all the criteria are equally important)</p> <p>Organisations must satisfy all the essential criteria in order to move on to the next stage where the desirable criteria will be assessed.</p>	
<p>A. The organisation must be able and willing to deliver services across the whole range of work in the Community Care Category of Law.</p>	
<p>Are you able to provide a casework (specialist help) service across the whole range of work in the Community Care Category of Law?</p>	<p>Yes/No</p>
<p>Do you have advisers who qualify as category supervisors in Community Care? (please provide a Self Declaration form for each adviser)</p> <p>If not, do you confirm that you will have a category supervisor in each of the categories of law you have listed above by the time the service commences?</p>	<p>Yes/No</p> <p>Yes/No</p>

<p>B. The organisation must be able and willing to deliver the service in one of the four London sub regional areas:</p> <ul style="list-style-type: none"> • South East • South West • North East • North West 	
<p>Please confirm that you are able and willing to deliver the service in one of the four London sub regional areas, listed in the Details of Tender above.</p>	<p>Yes/No</p>
<p>C. You must have an authorised litigator in Community Care in place by the date the service commences?</p>	
<p>Do you have an authorised litigator in Community Care law currently in place?</p>	<p>Yes/No</p>
<p>If you do not currently have access to an authorised litigator, will you have access to an authorised litigator prior to the service commencing?</p>	<p>Yes/No</p>
<p>D. 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 the Community Care category of law prior to the service commencing.</p> <p>Do you currently hold the SQM in the Community Care category of law?</p>	<p>Yes/No</p>
<p>If you do not hold the SQM in the Community Care category, 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 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>F. 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>G. 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>H. 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>	

Part 2 Desirable criteria for providing the service (Please note these are in no particular order of importance)	
1. Preference will be given to organisations that can demonstrate how they can deliver services in locations where other local community services are delivered.	
Do you propose to deliver Community Care services in locations where other local community services are delivered? If "Yes" please give details and specify to which other local community services you are referring.	Yes/No
2. Preference will be given to organisations that can demonstrate how they will identify and reach clients who require this type of advice.	
Please demonstrate how you will undertake to identify and reach clients who require Community Care Advice.	
3. Preference will be given to organisations that can deliver Community Care advice across more than one of the four sub regional areas.	
Are you able to deliver Community Care advice across more than one of the four sub regional areas?	Yes/No

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:

(a) deliver the services for which they are tendering for in the widest geographical spread of locations; and/or

Where we are inviting tenders to deliver services across multiple Categories of Law

(b) deliver the greatest number of Categories of Law

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:

2.5

<p>Invitation to Tender: London005</p> <p>Social Welfare and Family Law in Procurement Area of Barnet</p>

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.	

Details of Tender	
<p>Minimum Capacity of Matter Starts you are offering to deliver in each Category of Law.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Maximum Capacity of Matter Starts you are offering to deliver in each Category of Law up to the available in each tender.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Procurement Area in which the service is to be delivered</p>	
<p>Specific Location where the face to face service is to be delivered</p>	

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 to deliver a full range of advice (legal help to legal representation) in accordance with the terms of the Unified Contract in:

1. Family;

and/or

2. Three or more categories of Social Welfare Law (i.e. Debt, Housing, Welfare Benefits, Employment and Community Care)

<p>It is a requirement of this tender exercise that you provide specialist legal advice in Family and /or a least 3 of the social welfare categories of law set out in the Invitation to Tender:</p> <p>Are you able and willing to deliver services in Family and/or at least 3 different categories of law?</p>	<p>Yes/No</p>
<p>Please state the categories of law you propose to deliver services in.</p>	
<p>Do you have advisors who qualify as category supervisors in the categories of law you are tendering for? (please provide a Self Declaration form for each advisor)</p> <p>If not, do you confirm that you will have a category supervisor in each of the categories of law you have listed above by the time the service commences?</p>	<p>Yes/No</p> <p>Yes/No</p>
<p>Are you able to provider a casework (specialist help) service across the whole range of work in each of the categories of law you are tendering for?</p>	<p>Yes/No</p>

<p>B. Any organisation wishing to bid for the categories of Housing or Community Care must have an authorised Litigator for each category in place by the date the service commences.</p>	
<p>Do you wish to tender for either Housing or Community Care?</p>	<p>Yes/No</p>
<p>If you have stated “Yes” above, do you have access to an authorised litigator in each of the categories of law listed above for which you are bidding?</p> <p>If you wish to bid for one or both of the categories of law listed above but do not currently have access to an authorised litigator, will you have access to an authorised litigator prior to the service commencing?</p>	<p>Yes/No</p>
<p>C. The organisation must be able and willing to deliver the service in the Procurement Area of Barnet.</p>	
<p>Are you willing and able to deliver the services you have bid for in the Procurement Area of Barnet?</p> <p>Where do you propose to deliver the services?</p>	<p>Yes/No</p>
<p>D. 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 all the categories of law you are bidding for 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>Yes/No</p>

<p>If you do not hold the SQM in some or all of the categories, 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 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>F. 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>G. 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>H. 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</p> <p>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 have an office based within the Procurement Area, which is accessible to clients (e.g. appointments are available) between the hours of 9-5 Mon to Friday.</p>

<p>Will you have an office based in the Barnet Procurement Area?</p> <p>What is the proposed location of your office?</p>	<p>Yes/No</p>
<p>Please state the hours that face to face specialist legal advice will be available at this office?</p>	
<p>2. Preference will be given to organisations that can provide access to services via a “drop in” arrangement for clients on at least 2 days a week.</p>	
<p>Will you provide access for clients through a “drop in” arrangement?</p> <p>If yes, please demonstrate how you would deliver a “drop in” arrangement for clients?</p>	<p>Yes/No</p>
<p>3. Where organisations are tendering for social welfare law services preference will be give to those organisations tendering for either Debt, Community Care and/or Employment.</p>	

<p>Are you tendering for social welfare law services?</p> <p>If so, which if any of the following are you tendering for: Debt, Community Care, Employment?</p>	<p>Yes/No</p>
<p>4. Preference will also be given to organisations that are tendering to deliver both Family AND 3 or more social welfare law categories.</p>	
<p>Are you tendering for Family AND 3 or more social welfare law categories?</p>	<p>Yes/No</p>

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:

(a) deliver the services for which they are tendering for in the widest geographical spread of locations within the Procurement Area; and/or

Where we are inviting tenders to deliver services across multiple Categories of Law

(b) deliver the greatest number of Categories of Law

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:

2.6

<p>Invitation to Tender: London006</p> <p>Social Welfare and Family Law in Procurement Area of Enfield</p>
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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.	

Details of Tender	
<p>Minimum Capacity of Matter Starts you are offering to deliver in each Category of Law.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Maximum Capacity of Matter Starts you are offering to deliver in each Category of Law up to the available in each tender.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Procurement Area in which the service is to be delivered</p>	
<p>Specific Location where the face to face service is to be delivered</p>	

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 to deliver a full range of advice (legal help to legal representation) in accordance with the terms of the Unified Contract in:

1. Family;

and/or

2. Three or more categories of Social Welfare Law (i.e. Debt, Housing, Welfare Benefits, Employment and Community Care)

<p>It is a requirement of this tender exercise that you provide specialist legal advice in Family and /or a least 3 of the social welfare categories of law set out in the Invitation to Tender:</p> <p>Are you able and willing to deliver services in Family and/or at least 3 different categories of law?</p>	<p>Yes/No</p>
<p>Please state the categories of law you propose to deliver services in.</p>	
<p>Do you have advisors who qualify as category supervisors in the categories of law you are tendering for? (please provide a Self Declaration form for each advisor)</p> <p>If not, do you confirm that you will have a category supervisor in each of the categories of law you have listed above by the time the service commences?</p>	<p>Yes/No</p> <p>Yes/No</p>
<p>Are you able to provider a casework (specialist help) service across the whole range of work in each of the categories of law you are tendering for?</p>	<p>Yes/No</p>

<p>B. Any organisation wishing to bid for the categories of Housing or Community Care must have an authorised Litigator for each category in place by the date the service commences.</p>	
<p>Do you wish to tender for either Housing or Community Care?</p>	<p>Yes/No</p>
<p>If you have stated “Yes” above, do you have access to an authorised litigator in each of the categories of law listed above for which you are bidding?</p>	<p>Yes/No</p>
<p>If you wish to bid for one or both of the categories of law listed above but do not currently have access to an authorised litigator, will you have access to an authorised litigator prior to the service commencing?</p>	<p>Yes/No</p>
<p>C. The organisation must be able and willing to deliver the service in the Procurement Area of Enfield.</p>	
<p>Are you willing and able to deliver the services you have bid for in the Procurement Area of Enfield?</p> <p>Where do you propose to deliver the services?</p>	<p>Yes/No</p>
<p>D. 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 all the categories of law you are bidding for 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>Yes/No</p>

<p>If you do not hold the SQM in some or all of the categories, 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 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>F. 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>G. 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>H. 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>Yes/No</p>

Part 2 Desirable criteria for providing the service (Please note these are in no particular order of importance)	
1. Preference will be given to organisations that have an office based within the Procurement Area, which is accessible to clients (e.g. appointments are available) between the hours of 9-5 Mon to Friday.	
Will you have an office based in the Enfield Procurement Area? What is the proposed location of your office?	Yes/No
Please state the hours that face to face specialist legal advice will be available at this office?	
2. Preference will be given to organisations that can provide access to services via a “drop in” arrangement for clients on at least 2 days a week.	
Will you provide access for clients through a “drop in” arrangement? If yes, please demonstrate how you would deliver a “drop in” arrangement for clients?	Yes/No
3. Where organisations are tendering for social welfare law services preference will be give to those organisations tendering for either Welfare Benefits, Community Care and/or Employment.	

<p>Are you tendering for social welfare law services?</p> <p>If so, which if any of the following are you tendering for: Welfare Benefits, Community Care, Employment?</p>	<p>Yes/No</p>
<p>4. Preference will also be given to organisations that are tendering to deliver both Family AND 3 or more social welfare law categories.</p>	
<p>Are you tendering for Family AND 3 or more social welfare law categories?</p>	<p>Yes/No</p>

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:

(a) deliver the services for which they are tendering for in the widest geographical spread of locations within the Procurement Area; and/or

Where we are inviting tenders to deliver services across multiple Categories of Law

(b) deliver the greatest number of Categories of Law

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:

2.7

Invitation to Tender: London007
Social Welfare and Family Law in Procurement Area of Lewisham

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.	

Details of Tender	
<p>Minimum Capacity of Matter Starts you are offering to deliver in each Category of Law.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Maximum Capacity of Matter Starts you are offering to deliver in each Category of Law up to the available in each tender.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Procurement Area in which the service is to be delivered</p>	
<p>Specific Location where the face to face service is to be delivered</p>	

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 to deliver a full range of advice (legal help to legal representation) in accordance with the terms of the Unified Contract in:

1. Family;

and/or

2. Three or more categories of Social Welfare Law (i.e. Debt, Housing, Welfare Benefits, Employment and Community Care)

<p>It is a requirement of this tender exercise that you provide specialist legal advice in Family and /or a least 3 of the social welfare categories of law set out in the Invitation to Tender:</p> <p>Are you able and willing to deliver services in Family and/or at least 3 different categories of law?</p>	<p>Yes/No</p>
<p>Please state the categories of law you propose to deliver services in.</p>	
<p>Do you have advisors who qualify as category supervisors in the categories of law you are tendering for? (please provide a Self Declaration form for each advisor)</p> <p>If not, do you confirm that you will have a category supervisor in each of the categories of law you have listed above by the time the service commences?</p>	<p>Yes/No</p> <p>Yes/No</p>
<p>Are you able to provider a casework (specialist help) service across the whole range of work in each of the categories of law you are tendering for?</p>	<p>Yes/No</p>

<p>B. Any organisation wishing to bid for the categories of Housing or Community Care must have an authorised Litigator for each category in place by the date the service commences.</p>	
<p>Do you wish to tender for either Housing or Community Care?</p>	<p>Yes/No</p>
<p>If you have stated “Yes” above, do you have access to an authorised litigator in each of the categories of law listed above for which you are bidding?</p> <p>If you wish to bid for one or both of the categories of law listed above but do not currently have access to an authorised litigator, will you have access to an authorised litigator prior to the service commencing?</p>	<p>Yes/No</p>
<p>C. The organisation must be able and willing to deliver the service in the Procurement Area of Lewisham.</p>	
<p>Are you willing and able to deliver the services you have bid for in the Procurement Area of Lewisham?</p> <p>Where do you propose to deliver the services?</p>	<p>Yes/No</p>
<p>D. 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 all the categories of law you are bidding for 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>Yes/No</p>

<p>If you do not hold the SQM in some or all of the categories, 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 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>F. 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>G. 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>H. 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</p> <p>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 have an office based within the Procurement Area, which is accessible to clients (e.g. appointments are available) between the hours of 9-5 Mon to Friday.</p>

<p>Will you have an office based in the Lewisham Procurement Area?</p> <p>What is the proposed location of your office?</p>	<p>Yes/No</p>
<p>Please state the hours that face to face specialist legal advice will be available at this office?</p>	
<p>2. Preference will be given to organisations that can provide access to services via a “drop in” arrangement for clients on at least 2 days a week.</p>	
<p>Will you provide access for clients through a “drop in” arrangement?</p> <p>If yes, please demonstrate how you would deliver a “drop in” arrangement for clients?</p>	<p>Yes/No</p>
<p>3. Where organisations are tendering for social welfare law services preference will be give to those organisations tendering for Debt.</p>	
<p>Are you tendering for social welfare law services?</p> <p>If so are you tendering for Debt?</p>	<p>Yes/No</p> <p>Yes/No</p>
<p>4. Preference will also be given to organisations that are tendering to deliver both Family AND 3 or more social welfare law categories.</p>	
<p>Are you tendering for Family AND 3 or more social welfare law categories?</p>	<p>Yes/No</p>

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:

(a) deliver the services for which they are tendering for in the widest geographical spread of locations within the Procurement Area; and/or

Where we are inviting tenders to deliver services across multiple Categories of Law

(b) deliver the greatest number of Categories of Law

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:

2.8

**Invitation to Tender: London008
Family Law in Procurement Area of Greenwich**

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.	

Details of Tender	
Minimum Capacity of Matter Starts you are offering to deliver in the Family Category of Law.	
Maximum Capacity of Matter Starts you are offering to deliver in the Family Category of Law	
Procurement Area in which the service is to be delivered	
Specific Location where the face to face service is to be delivered	

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 the service in the Procurement Area of Greenwich?

Are you able and willing to deliver the service in the Procurement Area of Greenwich?	Yes/No
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B. The organisation must be able to deliver a full range of work (legal help to legal representation) the Family category of law in accordance with the terms of the Unified Contract in:

Are you able and willing to provide a specialist help service across the whole range of work in the Family category of law?	Yes/No
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Do you have an advisor who qualifies as category supervisor in the Family category of law you are tendering for? (please provide a Self Declaration form for each advisor)	Yes/No
If not, do you confirm that you will have a category supervisor in each of the categories of law you have listed above by the time the service commences?	Yes/No

C. The organisation must pass, as a minimum, the preliminary stage of the SQM in the Family Category of Law prior to the service commencing.

It will be a requirement of the Contract that you must pass at least the preliminary stages of the SQM in the Family category of law prior to the service commencing. Do you currently hold the SQM in the Family category of law?	Yes/No
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<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>	

<p>Part 2</p> <p>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 have an office based within the Procurement Area, which is accessible to clients (e.g. appointments are available) between the hours of 9-5 Mon to Friday.</p>

<p>Will you have an office based in the Greenwich Procurement Area?</p> <p>What is the proposed location of your office?</p>	<p>Yes/No</p>
<p>Please state the hours that face to face specialist legal advice will be available at this office?</p>	
<p>2. Preference will be given to organisations that would be willing to deliver advice services through outreach venues such as Children’s Centres, Health Centres, and other community based organisations.</p>	
<p>Are you willing to deliver services through outreach venues such as Childrens’ Centres, Health Centres, and other community based organisations?</p>	<p>Yes/No</p>
<p>If yes, please submit a detailed Oplan demonstrating how you intend to deliver the outreach service, including but not limited to proposals for:</p> <ul style="list-style-type: none"> • Location of outreach • Hours of business • Outreach and other methods for reaching target groups 	

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:

(a) deliver the services for which they are tendering for in the widest geographical spread of locations within the Procurement Area; and/or

Where we are inviting tenders to deliver services across multiple Categories of Law

(b) deliver the greatest number of Categories of Law

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:

**Invitation to Tender: London009
Family Law in Procurement Area of Merton and Sutton**

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.	

Details of Tender	
Minimum Capacity of Matter Starts you are offering to deliver in the Family Category of Law.	
Maximum Capacity of Matter Starts you are offering to deliver in the Family Category of Law	
Procurement Area in which the service is to be delivered	
Specific Location where the face to face service is to be delivered	

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 the service in the Procurement Area of Merton and Sutton

Are you able and willing to deliver the service in the Procurement Area of Merton and Sutton?

Yes/No

B. The organisation must be able to deliver a full range of work (legal help to legal representation) the Family category of law in accordance with the terms of the Unified Contract.

Are you able and willing to provide a specialist help service across the whole range of work in the Family category of law?

Yes/No

Do you have an advisor who qualifies as category supervisor in the Family category of law you are tendering for? (please provide a Self Declaration form for each advisor)

Yes/No

If not, do you confirm that you will have a category supervisor in each of the categories of law you have listed above by the time the service commences?

Yes/No

C. The organisation must pass, as a minimum, the preliminary stage of the SQM in the Family Category of Law prior to the service commencing.

It will be a requirement of the Contract that you must pass at least the preliminary stages of the SQM in the Family category of law prior to the service commencing.

Do you currently hold the SQM in the Family category of law?

Yes/No

<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>	

<p>Part 2</p> <p>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 have an office based within the Procurement Area, which is accessible to clients (e.g. appointments are available) between the hours of 9-5 Mon to Friday.</p>

<p>Will you have an office based in the Merton and Sutton Procurement Area?</p> <p>What is the proposed location of your office?</p>	<p>Yes/No</p>
<p>Please state the hours that face to face specialist legal advice will be available at this office?</p>	
<p>2. Preference will be given to organisations that would be willing to deliver advice services through outreach venues such as Children’s Centres, Health Centres, and other community based organisations.</p>	
<p>Are you willing to deliver services through outreach venues such as Childrens’ Centres, Health Centres, and other community based organisations?</p>	<p>Yes/No</p>
<p>If yes, please submit a detailed Oplan demonstrating how you intend to deliver the outreach service, including but not limited to proposals for:</p> <ul style="list-style-type: none"> • Location of outreach • Hours of business • Outreach and other methods for reaching target groups 	

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:

(a) deliver the services for which they are tendering for in the widest geographical spread of locations within the Procurement Area; and/or

Where we are inviting tenders to deliver services across multiple Categories of Law

(b) deliver the greatest number of Categories of Law

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:

2.10

**Invitation to Tender: London0010
Family Law in Procurement Area of Waltham Forest**

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.	

Details of Tender	
Minimum Capacity of Matter Starts you are offering to deliver in the Family Category of Law.	
Maximum Capacity of Matter Starts you are offering to deliver in the Family Category of Law	
Procurement Area in which the service is to be delivered	
Specific Location where the face to face service is to be delivered	

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 the service in the Procurement Area of Waltham Forest?

Are you able and willing to deliver the service in the Procurement Area of Waltham Forest?

Yes/No

B. The organisation must be able to deliver a full range of work (legal help to legal representation) the Family category of law in accordance with the terms of the Unified Contract.

Are you able and willing to provide a specialist help service across the whole range of work in the Family category of law?

Yes/No

Do you have an advisor who qualifies as category supervisor in the Family category of law you are tendering for? (please provide a Self Declaration form for each advisor)

Yes/No

If not, do you confirm that you will have a category supervisor in each of the categories of law you have listed above by the time the service commences?

Yes/No

C. The organisation must pass, as a minimum, the preliminary stage of the SQM in the Family Category of Law prior to the service commencing.

It will be a requirement of the Contract that you must pass at least the preliminary stages of the SQM in the Family category of law prior to the service commencing.

Do you currently hold the SQM in the Family category of law?

Yes/No

<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>	

<p>Part 2</p> <p>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 have an office based within the Procurement Area, which is accessible to clients (e.g. appointments are available) between the hours of 9-5 Mon to Friday.</p>

<p>Will you have an office based in Waltham Forest Procurement Area?</p> <p>What is the proposed location of your office?</p>	<p>Yes/No</p>
<p>Please state the hours that face to face specialist legal advice will be available at this office?</p>	
<p>2. Preference will be given to organisations that would be willing to deliver advice services through outreach venues such as Children’s Centres, Health Centres, and other community based organisations.</p>	
<p>Are you willing to deliver services through outreach venues such as Childrens’ Centres, Health Centres, and other community based organisations?</p>	<p>Yes/No</p>
<p>If yes, please submit a detailed Oplan demonstrating how you intend to deliver the outreach service, including but not limited to proposals for:</p> <ul style="list-style-type: none"> • Location of outreach • Hours of business • Outreach and other methods for reaching target groups 	

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:

(a) deliver the services for which they are tendering for in the widest geographical spread of locations within the Procurement Area; and/or

Where we are inviting tenders to deliver services across multiple Categories of Law

(b) deliver the greatest number of Categories of Law

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:

2.11

Invitation to Tender: London0011
Social Welfare and Family Law in Procurement Area of Havering

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.	

Details of Tender	
<p>Minimum Capacity of Matter Starts you are offering to deliver in each Category of Law.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Maximum Capacity of Matter Starts you are offering to deliver in each Category of Law up to the available in each tender.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Procurement Area in which the service is to be delivered</p>	
<p>Specific Location where the face to face service is to be delivered</p>	

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 to deliver a full range of advice (legal help to legal representation) in accordance with the terms of the Unified Contract in:

1. Family;

and/or

2. Three or more categories of Social Welfare Law (i.e. Debt, Housing, Welfare Benefits, Employment and Community Care)

<p>It is a requirement of this tender exercise that you provide specialist legal advice in Family and /or a least 3 of the social welfare categories of law set out in the Invitation to Tender:</p> <p>Are you able and willing to deliver services in Family and/or at least 3 different categories of law?</p>	<p>Yes/No</p>
<p>Please state the categories of law you propose to deliver services in.</p>	
<p>Do you have advisors who qualify as category supervisors in the categories of law you are tendering for? (please provide a Self Declaration form for each advisor)</p> <p>If not, do you confirm that you will have a category supervisor in each of the categories of law you have listed above by the time the service commences?</p>	<p>Yes/No</p> <p>Yes/No</p>
<p>Are you able to provider a casework (specialist help) service across the whole range of work in each of the categories of law you are tendering for?</p>	<p>Yes/No</p>

<p>B. Any organisation wishing to bid for the categories of Housing or Community Care must have an authorised litigator for each category in place by the date the service commences.</p>	
<p>Do you wish to tender for either Housing or Community Care?</p>	<p>Yes/No</p>
<p>If you have stated “Yes” above, do you have access to an authorised litigator in each of the categories of law listed above for which you are bidding?</p> <p>If you wish to bid for one or both of the categories of law listed above but do not currently have access to an authorised litigator, will you have access to an authorised litigator prior to the service commencing?</p>	<p>Yes/No</p>
<p>C. The organisation must be able and willing to deliver the service in the Procurement Area of Havering.</p>	
<p>Are you willing and able to deliver the services you have bid for in the Procurement Area of Havering?</p> <p>Where do you propose to deliver the services?</p>	<p>Yes/No</p>
<p>D. 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 all the categories of law you are bidding for 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>Yes/No</p>

<p>If you do not hold the SQM in some or all of the categories, 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 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>F. 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>G. 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>H. 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>Yes/No</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 have an office based within the Procurement Area, which is accessible to clients (e.g. appointments are available) between the hours of 9-5 Mon to Friday.</p>

<p>Will you have an office based in the Havering Procurement Area?</p> <p>What is the proposed location of your office?</p>	<p>Yes/No</p>
<p>Please state the hours that face to face specialist legal advice will be available at this office?</p>	
<p>2. Preference will be given to organisations that can provide access to services via a “drop in” arrangement for clients on at least 2 days a week.</p>	
<p>Will you provide access for clients through a “drop in” arrangement?</p> <p>If yes, please demonstrate how you would deliver a “drop in” arrangement for clients?</p>	<p>Yes/No</p>
<p>3. Where organisations are tendering for social welfare law services preference will be give to those organisations tendering for either Welfare Benefits, Community Care and/or Employment.</p>	
<p>Are you tendering for social welfare law services?</p> <p>If so, which if any of the following are you tendering for: Welfare Benefits, Community Care, Employment?</p>	<p>Yes/No</p>

4. Preference will also be given to organisations that are tendering to deliver both Family AND 3 or more social welfare law categories.

Are you tendering for Family AND 3 or more social welfare law categories?

Yes/No

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:

(a) deliver the services for which they are tendering for in the widest geographical spread of locations within the Procurement Area; and/or

Where we are inviting tenders to deliver services across multiple Categories of Law

(b) deliver the greatest number of Categories of Law

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:

2.12

<p>Invitation to Tender: London0012</p> <p>Social Welfare and Family Law in Procurement Area of Hillingdon</p>
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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	
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Unified Contract – Contract Number	
Unified Contract – Office Schedules(s) Please list the numbers of all your Office schedules.	

Details of Tender	
<p>Minimum Capacity of Matter Starts you are offering to deliver in each Category of Law.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Maximum Capacity of Matter Starts you are offering to deliver in each Category of Law up to the available in each tender.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Procurement Area in which the service is to be delivered</p>	
<p>Specific Location where the face to face service is to be delivered</p>	

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 to deliver a full range of advice (legal help to legal representation) in accordance with the terms of the Unified Contract in:

1. Family;

and/or

2. Three or more categories of Social Welfare Law (i.e. Debt, Housing, Welfare Benefits, Employment and Community Care)

<p>It is a requirement of this tender exercise that you provide specialist legal advice in Family and /or a least 3 of the social welfare categories of law set out in the Invitation to Tender:</p> <p>Are you able and willing to deliver services in Family and/or at least 3 different categories of law?</p>	<p>Yes/No</p>
<p>Please state the categories of law you propose to deliver services in.</p>	
<p>Do you have advisors who qualify as category supervisors in the categories of law you are tendering for? (please provide a Self Declaration form for each advisor)</p> <p>If not, do you confirm that you will have a category supervisor in each of the categories of law you have listed above by the time the service commences?</p>	<p>Yes/No</p> <p>Yes/No</p>
<p>Are you able to provider a casework (specialist help) service across the whole range of work in each of the categories of law you are tendering for?</p>	<p>Yes/No</p>

<p>B. Any organisation wishing to bid for the categories of Housing or Community Care must have an authorised Litigator for each category in place by the date the service commences.</p>	
<p>Do you wish to tender for either Housing or Community Care?</p>	<p>Yes/No</p>
<p>If you have stated “Yes” above, do you have access to an authorised litigator in each of the categories of law listed above for which you are bidding?</p> <p>If you wish to bid for one or both of the categories of law listed above but do not currently have access to an authorised litigator, will you have access to an authorised litigator prior to the service commencing?</p>	<p>Yes/No</p>
<p>C. The organisation must be able and willing to deliver the service in the Procurement Area of Hillingdon.</p>	
<p>Are you willing and able to deliver the services you have bid for in the Procurement Area of Hillingdon?</p> <p>Where do you propose to deliver the services?</p>	<p>Yes/No</p>
<p>D. 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 all the categories of law you are bidding for 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>Yes/No</p>

<p>If you do not hold the SQM in some or all of the categories, 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 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>F. 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>G. 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>H. 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</p> <p>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 have an office based within the Procurement Area, which is accessible to clients (e.g. appointments are available) between the hours of 9-5 Mon to Friday.</p>

<p>Will you have an office based in the Hillingdon Procurement Area?</p> <p>What is the proposed location of your office?</p>	<p>Yes/No</p>
<p>Please state the hours that face to face specialist legal advice will be available at this office?</p>	
<p>2. Preference will be given to organisations that can provide access to services via a “drop in” arrangement for clients on at least 2 days a week.</p>	
<p>Will you provide access for clients through a “drop in” arrangement?</p> <p>If yes, please demonstrate how you would deliver a “drop in” arrangement for clients?</p>	<p>Yes/No</p>
<p>3. Where organisations are tendering for social welfare law services preference will be give to those organisations tendering for either Debt, Community Care and/or Welfare Benefits.</p>	
<p>Are you tendering for social welfare law services?</p> <p>If so, which if any of the following are you tendering for: Debt, Community Care, Welfare Benefits?</p>	<p>Yes/No</p>

4. Preference will also be given to organisations that are tendering to deliver both Family AND 3 or more social welfare law categories.

Are you tendering for Family AND 3 or more social welfare law categories?

Yes/No

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:

(a) deliver the services for which they are tendering for in the widest geographical spread of locations within the Procurement Area; and/or

Where we are inviting tenders to deliver services across multiple Categories of Law

(b) deliver the greatest number of Categories of Law

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:

2.13

<p>Invitation to Tender: London0013</p> <p>Social Welfare and Family Law in Procurement Area of Hounslow</p>
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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.	

Details of Tender	
<p>Minimum Capacity of Matter Starts you are offering to deliver in each Category of Law.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Maximum Capacity of Matter Starts you are offering to deliver in each Category of Law up to the available in each tender.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Procurement Area in which the service is to be delivered</p>	
<p>Specific Location where the face to face service is to be delivered</p>	

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 to deliver a full range of advice (legal help to legal representation) in accordance with the terms of the Unified Contract in:

1. Family;

and/or

2. Three or more categories of Social Welfare Law (i.e. Debt, Housing, Welfare Benefits, Employment and Community Care)

<p>It is a requirement of this tender exercise that you provide specialist legal advice in Family and /or a least 3 of the social welfare categories of law set out in the Invitation to Tender:</p> <p>Are you able and willing to deliver services in Family and/or at least 3 different categories of law?</p>	<p>Yes/No</p>
<p>Please state the categories of law you propose to deliver services in.</p>	
<p>Do you have advisors who qualify as category supervisors in the categories of law you are tendering for? (please provide a Self Declaration form for each advisor)</p> <p>If not, do you confirm that you will have a category supervisor in each of the categories of law you have listed above by the time the service commences?</p>	<p>Yes/No</p> <p>Yes/No</p>
<p>Are you able to provider a casework (specialist help) service across the whole range of work in each of the categories of law you are tendering for?</p>	<p>Yes/No</p>

<p>B. Any organisation wishing to bid for the categories of Housing or Community Care must have an authorised Litigator for each category in place by the date the service commences.</p>	
<p>Do you wish to tender for either Housing or Community Care?</p>	<p>Yes/No</p>
<p>If you have stated “Yes” above, do you have access to an authorised litigator in each of the categories of law listed above for which you are bidding?</p> <p>If you wish to bid for one or both of the categories of law listed above but do not currently have access to an authorised litigator, will you have access to an authorised litigator prior to the service commencing?</p>	<p>Yes/No</p>
<p>C. The organisation must be able and willing to deliver the service in the Procurement Area of Hounslow.</p>	
<p>Are you willing and able to deliver the services you have bid for in the Procurement Area of Hounslow?</p> <p>Where do you propose to deliver the services?</p>	<p>Yes/No</p>
<p>D. 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 all the categories of law you are bidding for 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>Yes/No</p>

<p>If you do not hold the SQM in some or all of the categories, 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 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>F. 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>G. 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>H. 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</p> <p>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 have an office based within the Procurement Area, which is accessible to clients (e.g. appointments are available) between the hours of 9-5 Mon to Friday.</p>

<p>Will you have an office based in the Hounslow Procurement Area?</p> <p>What is the proposed location of your office?</p>	<p>Yes/No</p>
<p>Please state the hours that face to face specialist legal advice will be available at this office?</p>	
<p>2. Preference will be given to organisations that can provide access to services via a “drop in” arrangement for clients on at least 2 days a week.</p>	
<p>Will you provide access for clients through a “drop in” arrangement?</p> <p>If yes, please demonstrate how you would deliver a “drop in” arrangement for clients?</p>	<p>Yes/No</p>
<p>3. Where organisations are tendering for social welfare law services preference will be give to those organisations tendering for either Debt, Community Care and/or Employment.</p>	
<p>Are you tendering for social welfare law services?</p> <p>If so, which if any of the following are you tendering for: Debt, Community Care, Employment?</p>	<p>Yes/No</p>
<p>4. Preference will also be given to organisations that are tendering to deliver both Family AND 3 or more social welfare law categories.</p>	

Are you tendering for Family AND 3 or more social welfare law categories?	Yes/No
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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:

(a) deliver the services for which they are tendering for in the widest geographical spread of locations within the Procurement Area; and/or

Where we are inviting tenders to deliver services across multiple Categories of Law

(b) deliver the greatest number of Categories of Law

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:

2.14

Invitation to Tender: London0014 Social Welfare and Family Law in Procurement Area of Kingston upon Thames and Richmond upon Thames
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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.	

Details of Tender	
<p>Minimum Capacity of Matter Starts you are offering to deliver in each Category of Law.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Maximum Capacity of Matter Starts you are offering to deliver in each Category of Law up to the available in each tender.</p> <p>(e.g. 100 in Housing, 75 in Community Care etc)</p>	
<p>Procurement Area in which the service is to be delivered</p>	
<p>Specific Location where the face to face service is to be delivered</p>	

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 to deliver a full range of advice (legal help to legal representation) in accordance with the terms of the Unified Contract in:

1. Family;

and/or

2. Three or more categories of Social Welfare Law (i.e. Debt, Housing, Welfare Benefits, Employment and Community Care)

<p>It is a requirement of this tender exercise that you provide specialist legal advice in Family and /or a least 3 of the social welfare categories of law set out in the Invitation to Tender:</p> <p>Are you able and willing to deliver services in Family and/or at least 3 different categories of law?</p>	<p>Yes/No</p>
<p>Please state the categories of law you propose to deliver services in.</p>	
<p>Do you have advisors who qualify as category supervisors in the categories of law you are tendering for? (please provide a Self Declaration form for each advisor)</p> <p>If not, do you confirm that you will have a category supervisor in each of the categories of law you have listed above by the time the service commences?</p>	<p>Yes/No</p> <p>Yes/No</p>
<p>Are you able to provider a casework (specialist help) service across the whole range of work in each of the categories of law you are tendering for?</p>	<p>Yes/No</p>

<p>B. Any organisation wishing to bid for the categories of Housing or Community Care must have an authorised Litigator for each category in place by the date the service commences.</p>	
<p>Do you wish to tender for either Housing or Community Care?</p>	<p>Yes/No</p>
<p>If you have stated “Yes” above, do you have access to an authorised litigator in each of the categories of law listed above for which you are bidding?</p> <p>If you wish to bid for one or both of the categories of law listed above but do not currently have access to an authorised litigator, will you have access to an authorised litigator prior to the service commencing?</p>	<p>Yes/No</p>
<p>C. The organisation must be able and willing to deliver the service in the Procurement Area of Kingston upon Thames and Richmond upon Thames.</p>	
<p>Are you willing and able to deliver the services you have bid for in the Procurement Area of Kingston upon Thames and Richmond upon Thames?</p> <p>Where do you propose to deliver the services?</p>	<p>Yes/No</p>
<p>D. 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 all the categories of law you are bidding for 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>Yes/No</p>

<p>If you do not hold the SQM in some or all of the categories, 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 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>F. 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>G. 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>H. 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</p> <p>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 have an office based within the Procurement Area, which is accessible to clients (e.g. appointments are available) between the hours of 9-5 Mon to Friday.</p>

<p>Will you have an office based in the Kingston upon Thames and Richmond upon Thames Procurement Area?</p> <p>What is the proposed location of your office?</p>	<p>Yes/No</p>
<p>Please state the hours that face to face specialist legal advice will be available at this office?</p>	
<p>2. Preference will be given to organisations that can provide access to services via a “drop in” arrangement for clients on at least 2 days a week.</p>	
<p>Will you provide access for clients through a “drop in” arrangement?</p> <p>If yes, please demonstrate how you would deliver a “drop in” arrangement for clients?</p>	<p>Yes/No</p>
<p>3. Where organisations are tendering for social welfare law services preference will be give to those organisations tendering for either Debt, Community Care and/or Employment.</p>	
<p>Are you tendering for social welfare law services?</p> <p>If so, which if any of the following are you tendering for: Debt, Community Care, Employment?</p>	<p>Yes/No</p>
<p>4. Preference will also be given to organisations that are tendering to deliver both Family AND 3 or more social welfare law categories.</p>	

Are you tendering for Family AND 3 or more social welfare law categories?	Yes/No
5. Preference will also be given to organisations that can deliver the service in the area of Richmond Upon Thames.	
Are you able and willing to deliver the service in the area of Richmond Upon Thames.	

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:

(a) deliver the services for which they are tendering for in the widest geographical spread of locations within the Procurement Area; and/or

Where we are inviting tenders to deliver services across multiple Categories of Law

(b) deliver the greatest number of Categories of Law

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:

Section 3 – Checklist and Declaration

3.1 Checklist

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

<i>Invitation to Tender Reference</i>	<i>Have you tendered for this service?</i> <i>Please indicate (Yes/No)</i>	<i>If applicable, please indicate below the number of additional pages submitted</i>
<i>London001</i>		
<i>London002</i>		
<i>London003</i>		
<i>London004</i>		
<i>London005</i>		
<i>London006</i>		
<i>London007</i>		
<i>London008</i>		
<i>London009</i>		
<i>London0010</i>		
<i>London0011</i>		
<i>London0012</i>		
<i>London0013</i>		
<i>London0014</i>		

3.2 Declaration

Please sign and submit the following declaration. You are only required to submit one declaration with this Tender Form regardless of the number of services you are tendering for.

Declaration	
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.	
Signed:	Date:
Name:	Status:
Signed:	Date:
Name:	Status:
<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>	