

## Leicester Community Legal Advice Centre Application Form

Please read the Information for Applicants for Leicester Community Legal Advice Centre and the Questions & Answers document provided at <http://www.leicester.gov.uk/your-council--services/advice-and-benefits/legal-advice/community-legal> before completing this application form.

Please read the application form carefully for instructions as to what information should be submitted in respect of joint bids, or bids which involve subcontractors.

### How to complete this application form

A **single** application form should be completed in respect of each bid.

This application form should be completed by **sole bidders or leaders of joint bids only**. It should be signed by **all organisations** involved in the bid.

This application form is designed to capture details about your bid, and details of joint bidders and subcontractors. In order to capture all of this on one form, bidders making joint bids and using subcontractors will need to copy and paste additional sections of this form to enter additional details on subcontractors and joint bidders, as indicated below. Please keep all sections of the form together in one document.

Section A, Section D (Questions D1, D2, D3, D4, D5, D6, D7, D8, D9, D12, D13, D14 and D15), Section E (Question E1, E2, E6 and E7), Section F and Section G should be completed in respect of the bid as a whole. If not a sole bid then these questions/sections need to be completed jointly in respect of **ALL ORGANISATIONS** involved in the bid and the role played by each individual organisation should be explained in the responses. These sections are coloured in **Blue**. Only one copy of these questions/sections should be submitted in your application form.

Section D (Question D16) and Section E (Question E3) and Section H should be completed for **EACH INDIVIDUAL ORGANISATION** involved in the bid **INCLUDING SUBCONTRACTORS**. These sections are coloured in **Yellow**. Multiple copies of these questions/sections may be required.

Section B, Section D (Questions D10 and D11), Section E (Questions E4 and E5) should be completed for **EACH INDIVIDUAL ORGANISATION** involved in the bid **EXCEPT FOR SUBCONTRACTORS**. These sections are coloured in **Green**. Multiple copies of these questions/sections will be required.

Section C should be completed for **EACH INDIVIDUAL SUBCONTRACTOR ONLY**. This section is coloured in **Pink**. Multiple copies of this section may be required.

The space provided for answers is not reflective of the size of the response required. If there is insufficient space in a 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 your appendices and documents submitted to support your bid the same way and mark them at the top with the name of the sole/lead bidder to which they relate.

Please ensure that you answer every question on the form. If a question is not relevant, please write 'Not applicable' rather than leave it blank.

Please ensure that you address all the points listed in the selection criteria (see Section I of the Information for Applicants) in your answers and that any claims you make in your application or supporting documents are supported by evidence. If you are an existing contract holder with the LSC or Leicester City Council you should not assume that we will take into account information we may already hold when assessing your bid, and you should put everything you want us to take into account in your application.

You must ensure that your application is fully completed and accompanied by the appropriate documents (as outlined in Section I of the Information for Applicants). We are under no obligation to contact you to clarify your application or to obtain missing information or documents.

<b>Section A: Bid structure</b>	
<p>A1. Is the bid being made by one organisation or jointly by more than one organisation?</p> <p>If you are making a joint bid, please fill in A2 below. If you are making a sole bid, please go on to A3 below.</p>	<p>Sole bid/joint bid <i>(please delete as appropriate)</i></p>
	<p>Name of sole bidder:</p>
<p>A2. Please state how many joint bidders are involved in the bid (<i>excluding</i> subcontractors)</p> <p>Please list all the names of these joint bidders.</p>	<p>Joint bidders</p>
	<p>Number:</p> <p>Names:</p>
<p>A3. Do you propose to use any subcontractors<sup>1</sup> to deliver Centre services, if your bid is successful?</p> <p>Please list the names of these subcontractors.</p>	<p>Subcontractors</p>
	<p>Yes/No <i>(please delete as appropriate)</i></p> <p>Number:</p> <p>Names:</p>
<p>A4. If making a joint bid, please state the lead joint bidding organisation with which you would like us to correspond (we will not normally correspond with the other joint bidders except when dealing with peer reviews as appropriate.) Please note that you may not nominate more than one lead joint bidder.</p>	
<p>A5. If you are making a joint bid it will only be acceptable if you propose to form a single legal entity to provide the Centre (if successful) within a specified time. Please state:</p> <p>(a) what type of single legal entity it is proposed will be formed.</p> <p>(b) when you propose to complete formation of this single legal entity.</p>	

<sup>1</sup> This should include all agencies/agency workers, consultants, subcontracted law firms/NFPs/commercial organisations who will work at the Centre but are not joint bidders.

## Section B: Information about bidder

In the case of joint bids, a separate copy of this Section B covering all the questions indicated must be completed for all organisations involved in the bid. It should NOT be filled in with subcontractors' details, which are requested in Section C below.

B1. Name of organisation	
B2. Please state whether the organisation is a: <ul style="list-style-type: none"><li>• Sole bidder</li><li>• Lead joint bidder</li><li>• Non lead joint bidder</li></ul> Please use only these terms and note that we will not accept more than one lead joint bidder in relation to each bid.	
B3. Type of organisation (e.g. solicitor's firm, not for profit agency, commercial organisation)	
B4. If applicable, please state LSC General Civil Contract Account Number and/or your Leicester City Council reference number.	
B5. Has the organisation undergone a significant change of structure or constitution within the last 3 years?  A significant change is: <ul style="list-style-type: none"><li>• A change (at any one time) of more than 1/3<sup>rd</sup> of partners, members, directors of the solicitor or commercial organisation.</li><li>• A change (at any one time) of more than 1/3<sup>rd</sup> of the senior management team or 1/2 of the trustees of the not for profit organisation.</li><li>• any sale, merger or acquisition relating to the organisation.</li></ul> If the answer to this is "yes" please justify in no more than 500 words why we should take into account work performed prior to these changes as supporting the bid, in terms of continuity in the delivery of services.	
<b>Contact details</b>	
B6. Contact name	
B7. Contact address	

B8. Contact telephone number	
B9. Contact email address	

### Section C: Details of subcontractors

If you are proposing to deliver any of the services provided by the Centre through any person or organisation other than an owner/employee of the bidding organisation(s) please fill in a separate copy of this Section C in relation to each subcontracting arrangement. This should include all:

- agencies/agency workers
- consultants
- subcontracted law firms/NfPs/commercial organisations

You should NOT complete this section in respect of joint bidders named at Section A, above. Section B should be used for this purpose.

C1. Names of subcontracting organisation	
C2. Type of subcontracting organisation (e.g.: solicitor's firm, not for profit agency, commercial organisation)	
C3. If applicable, please state the subcontractor's LSC General Civil Contract Account Number and/or your Leicester City Council reference number.	
C4. Please give full details of the work that you propose the subcontractor will undertake for the Centre, including the amount of work they will undertake as a percentage of the overall work of the Centre.	
C5. Please state where the subcontracted work will be performed.	
C6. Please state in no more than 500 words how you propose effectively to supervise these subcontracting arrangements.	

<p>C7. Please confirm that the subcontractor is willing to agree with Leicester City Council and LSC directly, so we may have access to the work they undertake for the Centre.</p>	
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<p><b>Section D: Essential criteria for selection of bidder</b></p> <p>Questions D1, D2, D3, D4, D5, D6, D7, D8, D9, D12, D13, D14 and D15 should be completed in respect of ALL ORGANISATIONS COLLECTIVELY involved in the bid. The role played by individual organisations should be explained in response to these questions.</p> <p>Question D16 should be completed for EACH INDIVIDUAL ORGANISATION involved in the bid, INCLUDING SUBCONTRACTORS.</p> <p>Question D10 and D11 should be completed for EACH INDIVIDUAL ORGANISATION involved in the bid, EXCEPT FOR SUBCONTRACTORS.</p>	
<p>D1. Please state the number of years you have been providing a generalist legal advice service.</p>	
<p>D2. Please state the number of clients seen per year under your generalist legal advice service.</p>	
<p>D3. Please demonstrate which of the following categories you are able to deliver both specialist legal advice and representation (including by way of public law challenge where appropriate) from the service opening date:</p> <ul style="list-style-type: none"> <li>• Debt</li> <li>• Housing</li> <li>• Welfare Benefits</li> <li>• Family (public and private law)</li> <li>• Employment</li> <li>• Community Care</li> </ul> <p>The Centre provider will be expected to deliver general legal advice services, plus specialist legal advice and representation in Family, plus Debt, Housing and Welfare Benefits, from the Centre and appropriate outreach sites from the opening date.</p>	
<p>D4. Please state in which (if any) of the categories set out above a current LSC contract is held.</p>	

D5. Please state in which (if any) of the categories set out above a supervisor who meets the LSC supervisor standard is currently employed. A supervisor self-declaration form must be completed and submitted in respect of each relevant category.

D6. For those demonstrating that they are able to deliver both specialist legal advice and representation in the Family law category please state which of the following specialisms you hold:

- Domestic Violence
- Public Law Children (representing parents or children)
- Private Law Children

Appropriate supporting evidence (as set out in Section I of the Information for Applicants) must be submitted in respect of each specialism.

D7. For those demonstrating that they are able to deliver both specialist legal advice and representation in the Family law category and **do not** have a specialism in Domestic Violence then please state which of the following you have conducted in the last 12 months:

- emergency non-molestation order
- occupation order
- other protection from harm work (please state what this was).

D8. Please state how many authorised litigators are currently employed and give their names.

D9. Please give details in no more than 500 words of any plans to employ an authorised litigator.

D10. Please give details in no more than 500 words of all externally validated quality management systems your organisation currently has in place.

D11. Please demonstrate sound financial management of your organisation by enclosing, as a minimum:

- **Solicitors' firms/commercial organisations:** Full final accounts for the 2 most recent financial periods (if not audited, with a written statement from the firm/organisation's accountant verifying the accuracy of the accounts supplied). (NB. the latest set of accounts must be for a period ended no more than 10 months prior to the application date.) Evidence of compliance with Law Society financial regulations (e.g. accountants' reports), a copy of the firm/organisations latest tax returns, information on the firm/organisations current annual budget, cash flow forecast and an analysis of working capital and borrowings. Detailed assumptions behind the figures should also be provided. We will require recent bank references for the firm/organisation.
- **Not for Profit organisations only:** Full final accounts for the 2 most recent financial periods (if not audited, with a written statement from the organisation's accountant verifying the accuracy of the accounts supplied). (NB. the latest set of accounts must be for a period ended no more than 10 months prior to the application date.). A copy of the most recent Annual Report and details of continuing sources of funding. Evidence of compliance with Charities Commission/network bodies requirements (e.g. statement of accounts provided to the Charities Commission), information on the organisations current annual budget, cash flow forecast and an analysis of working capital and borrowings. Detailed assumptions behind the figures should also be provided. We also require recent bank references for the organisation.

Please list below all documents enclosed in response to this criterion.

D12. Please indicate whether you:

- are willing and have the ability under your governing documents (articles of association, partnership agreement, constitution, trust deed etc) and generally to work in partnership with the LSC and Leicester City Council to meet the aims of the Centre; and
- are willing, and have the ability (under your governing documents and generally) to deliver the service under the brand agreed by the LSC and Leicester City Council (subject to the right to retain a co-brand set out in Section E of the Information for Applicants).

If there are any limitations or special considerations on your ability to work in the way set out above, please state in no more than 500 words what these limitations etc are, and how you will accommodate them.

D13. Please demonstrate that your proposed arrangements for providing the service will comply with the Solicitors Practice Rules and relevant charity law, where applicable.

D14. Please provide, as Appendix A to this Application Form, a detailed service delivery plan for the Centre.

Please ensure that your plan demonstrates (without limitation) proposals for:

- How the services specified in Section A of the Information for Applicants will be delivered to best meet the needs of the client population in the area;
- Reaching target groups, including outreach and other methods and marketing and promotion;
- Implementing the whole service in line with the timeframe set out in Section A of the Information for Applicants, and in particular how you will provide categories of law not currently provided;
- How you will link up with other legal advice and relevant non legal advice services;
- How performance will be monitored;
- How you will meet each of the proposed performance standards set out in Section B of the Information for Applicants;
- Whether you plan to perform to a higher standard than set out in Section B of the Information for Applicants;
- Prevention of recurring legal problems.

You should make reference to relevant evidence of previous delivery where possible.

D15. Please provide, as Appendix B to this Application Form, a detailed organisational plan for the Centre.

Please ensure that your plan demonstrates (without limitation) proposals for:

- How the Centre and the services delivered through it, including any sub-contractual arrangements, will be managed under one structure;
- The management/staffing structure;
- Job descriptions for members of the senior management team and category specific supervisors only. In relation to any role that will be providing legal advice/representation state what category or categories of law will be covered;
- In the case of a joint application, how the applicants propose to form a single legal entity for the purposes of delivering the Centre;
- In the case of bidding organisations continuing to exist in their own right (e.g. organisations continuing to provide non-Centre services under their current organisation identity/brand), how this would fit with the delivery of the Centre and its services. In particular, it should be clear what services will be delivered through the Centre and which will not;
- How a Trainee solicitor post would be incorporated into the Centre structure;
- A draft financial plan for the Centre, including details on whether the start up grant is required and if so in what capacity.

Applicants must also submit one page summary curricula vitae for members of the senior management team and category specific supervisors.

You should make reference to relevant evidence of previous delivery where possible.

D16. Have you had a peer review since April 2005 in any category of work you have demonstrated in D3 above. If so, please give rating and date of peer review.

## Section E: Desirable criteria for selection of bidder

Question E1, E2, E6 and E7 should be completed in respect of ALL ORGANISATIONS COLLECTIVELY involved in the bid. The role played by individual organisations should be explained in response to this question.

Questions E3 should be completed for EACH INDIVIDUAL ORGANISATION involved in the bid INCLUDING SUBCONTRACTORS.

Question E4 and E5 should be completed for EACH INDIVIDUAL ORGANISATION involved in the bid EXCEPT FOR SUBCONTRACTORS.

E1. Please provide details of your level of experience in providing a generalist legal advice service. Evidence should be provided in relation to the range of subject areas covered, the methods of service delivery used and the mechanisms by which clients are referred or signposted.

E2. Please provide details of your level of experience in providing a service including both specialist legal advice and representation (including by way of public law challenge where appropriate) in the categories of law you have demonstrated in D3 above.

(Please see Desirable Criteria 12 in Section I of the Information for Applicants for further information on how the level of experience in the Family category will be considered.)

E3. Please give details of any adverse finding against your organisation(s) or any of its management staff, solicitors/barristers or advice workers in the previous 3 years by:

- The Office for Supervision of Solicitors
- The Solicitors Disciplinary Tribunal
- Any network body with remit over any NfP organisation
- Any similar body

Please also give details of any ongoing investigation into your organisation(s) by the above bodies or any similar body.

E4. If you have received a rating of 4 or 5 in any peer review in the last 12 months please set out details, in no more than 500 words, of corrective action taken and problems rectified.

(Please note, this information will only be used where all joint or lead bidding organisation(s) hold an LSC contract. See Desirable Criteria 16 in Section I of the Information for Applicants.)

E5. Please demonstrate that you have an effective track record of providing legal services under contract.

This should be demonstrated by:

Holding a Unified Contract with the LSC (we will take into account your contract performance – including, without limitation, record on reconciliation, bill assessment rates, any Critical Quality Concerns raised and corrective action taken and hours performance if you are a Not-for-Profit agency.)

Or

Holding a contract with or receiving grant funding under a service level agreement from Leicester City Council (we will take into account your performance including, without limitation number of cases delivered/people helped for the funding).

Or

Effectively supplying legal services under a broadly comparable contract (we will take into account your contract performance and you must submit a written reference from the organisation you contract with along with contact details of the referee).

(Please see Desirable Criteria 16 in Section I of the Information for Applicants for further information on how this information will be considered.)

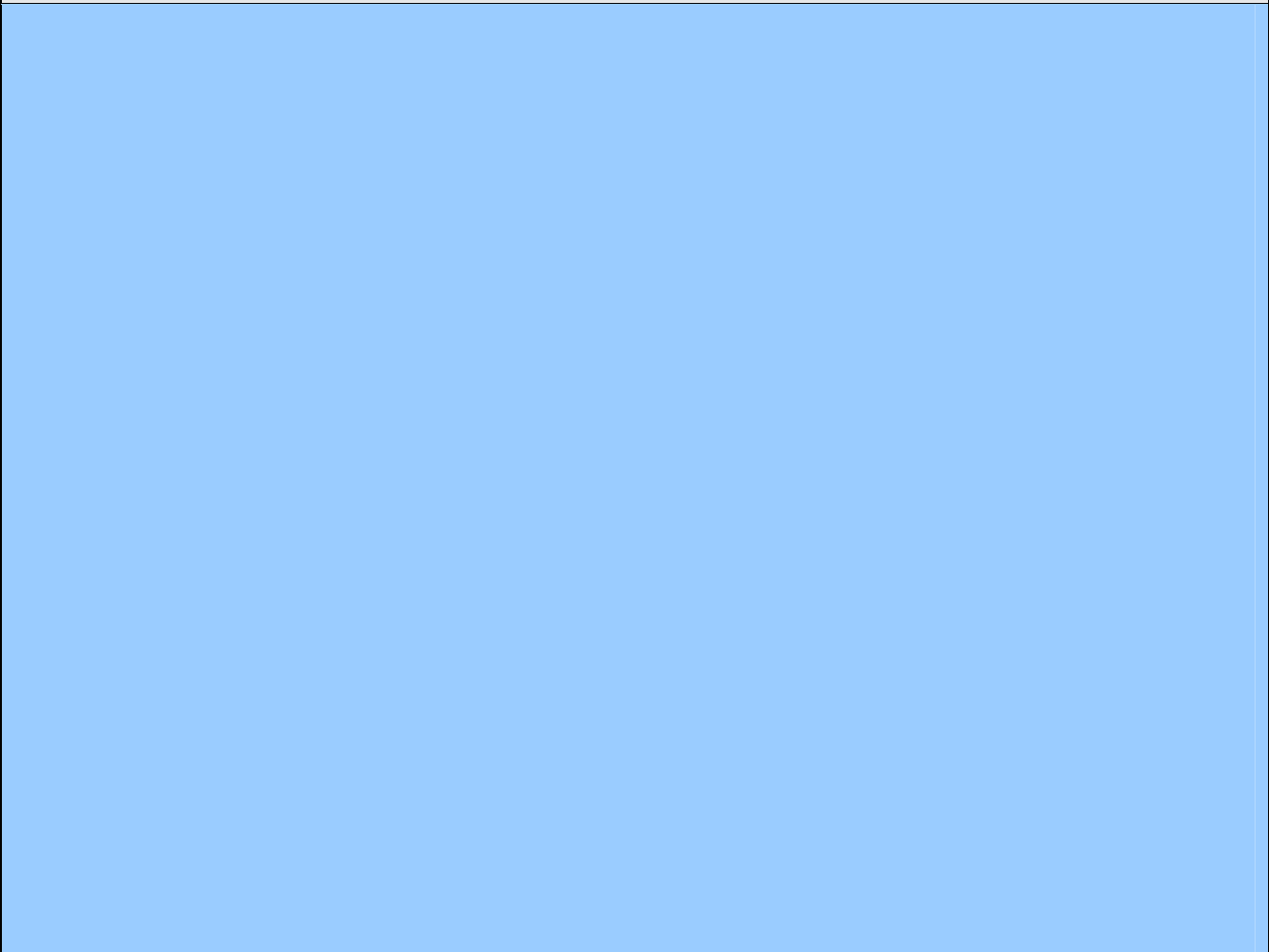
E6. Please state whether you would be prepared to commit to agree to meeting higher performance standards than those set out in Section B of the Information for Applicants and set out the higher targets you are offering. Please also demonstrate how you will maintain quality and remain within the funding level set out in Section D of the Information for Applicants.

E7. Please provide detail of any additional funding you have obtained or are in the process of obtaining that will be used to deliver services that complement the services to be provided in the Centre.

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**Section F            Other information**

**In no more than 500 words, please add any other information that you think will be relevant to your bid.**



**Section G            Documents enclosed**

**Please list below all extra pages, documents and appendices which are enclosed and which form part of your application.**



## Section H Declaration

**This should be signed by EACH INDIVIDUAL ORGANISATION involved in the bid INCLUDING SUBCONTRACTORS.**

I/we hereby apply for a contract to provide the Leicester Community Legal Advice Centre in accordance with the Information for Applicants, this Application Form, and subject to a full written contract being signed. I/we certify that the information provided in this Application Form is accurate to the best of my/our knowledge, information and belief. I/we understand that if I/we have not answered every applicable 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 Application Form being treated as invalid and/or any contract offered or awarded being withdrawn or amended by the LSC/ Leicester City Council. I/we confirm that I/we have considered any questions and answers posted on the Leicester City Council website relating to this tender process before submitting this Application Form. I/we understand that this application does not bind either or me/us to enter into a contract.

<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	<b>Organisation:</b>
	<b>Status:</b>
<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	<b>Organisation:</b>
	<b>Status:</b>
<b>Signed:</b>	<b>Date:</b>
<b>Name:</b>	<b>Organisation:</b>
	<b>Status:</b>

*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.*