

Notice of amendment to the timetable set out in the Information For Applicants and amendment of Essential Criterion A to the invitation to tender for Immigration advice to individuals detained at Immigration Removal Centres

On 22 July 2008 we published on our website tender documentation for the delivery of immigration advice to individuals detained at Immigration Removal Centres.

Further to what is said below, in order that the Legal Director (or her representative) can adequately consider each appeal submitted in relation to this invitation to tender, we now estimate that outcomes of appeals and confirmation of contract awards will be communicated the week commencing the 17 November 2008. A further knock on effect of this delay is that contracts are now estimated to commence the week of 15 December 2008.

Due to the unexpected high number of appeals across all nine Immigration Removal Centres our initial estimate of two weeks to deal with appeals, was insufficient. Unfortunately, this also means that we are unable to confirm any contract awards or confirm the contract start date, as we wish to consider all appeals submitted, before final determinations are made.

To take account of the above delay we have now revised the timetable for this invitation to tender. The amended timetable is set out below.

Unfortunately, the delay to finalising the outcome of this invitation to tender also affects Essential Criterion A and therefore under paragraph 4.4 we have amended this criterion to permit the service to commence from 15 December 2008.

Clarification of Essential Criterion A

Essential Criterion A (as amended on 17 September) requires applicants to:

“be able to deliver the service in accordance with the terms of the contract from 24 November 2008”

We have now amended Essential Criterion, A which now requires applicants to:

A. Commencing the Service

Organisations must be able to deliver the service in accordance with the terms of the contract from 15 December 2008 and in particular must have in place:

- *A telephone system able to deal with multiple calls, through a call divert or messaging facility*
- *Arrangements to access a Translation Service*
- *Advisers to meet the service requirements including the ability to deliver any Controlled Work following an On site Surgery or Fast Track referral*

Amendments to Tender documents

We have amended the timetable and Essential Criterion A in the following document:

- **The Information for Applicants**
- **Tender Form**

Timetable

| 3.12 Amended Timeline for IRC Immigration Tenders | | |
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| Stage | Activity | Timescale |
| Stage 1 | Documents published <ul style="list-style-type: none"> ▪ IFA ▪ Tender Form | Tuesday 22 July 2008 |
| Stage 2 | Last date for receipt of emailed questions | 4 pm Tuesday 5 August 2008 |
| Stage 3 | Last date upon which responses to questions to be published | Monday 11 August 2008 |
| Stage 4 | Closing date for Tenders to be received. | 12 Noon Tuesday 19 August 2008 |
| Stage 5 | All Organisations advised of the outcome of its tender | 6 October 2008 |
| Stage 6 | Final Date for receipt of Appeals | 13 October 2008 |
| Stage 7 | Outcome of Appeals (estimate) | <u>Week Commencing 17 November 2008</u> |
| Stage 8 | Contract documents sent to successful tenderers (estimate) | <u>Week Commencing 17 November 2008</u> |
| Stage 9 | Commencement of Service | <u>15 December 2008</u> |