

Invitation to Tender for the delivery of Immigration Telephone Advice to individuals detained at Police Stations in England and Wales
Notice of clarification of Essential Criterion A and amendment of Tender Documents

On 22 July 2008 we published on our website tender documentation for the delivery of Immigration Telephone Advice to individuals detained at Police Stations in England and Wales.

We have been responding to questions on this Tender documentation, and wish to take the opportunity to clarify the requirement at Essential Criterion A, in order to ensure that there is no confusion.

In view of this clarification we have decided to extend the closing date for the tender from **12 Noon on Tuesday 19 August 2008 to 12 Noon on Wednesday 27 August 2008.**

Please note that all other dates in the tender process remain unchanged.

Clarification of Essential Criterion A

Essential Criterion A requires applicants to “have as a minimum the equivalent of 6 full time advisers available to work each day during a Rota Week”. This was to ensure that applicants have reasonable capacity to provide a service running from 7 am to midnight, 7 days a week, during each Rota Week, and to meet the contractual requirements set out at paragraph 2.14 of the Information for Applicants.

We would like to clarify that this means that applicants must engage as a minimum the full time equivalent of 6 Advisers, **not** that these Advisers must all be available to work on the service on every day from Monday to Sunday inclusive during each Rota Week. For the avoidance of doubt, nor does it mean that these Advisers may only undertake work on the Scheme, to the exclusion of work for other clients.

Amendments to Tender documents

The Tender forms are now published with the correct information, however in summary the changes are as follows:

Document type	Scheme	Detail of amendment
Tender form	Immigration Telephone Advice to individuals	Amendment is to Essential Criterion A: This previously read:

	detained at police stations in England and Wales	<p>Organisations must be able to deliver the service in accordance with the terms of the contract from 27 October 2008 and in particular must have in place:</p> <ul style="list-style-type: none"> Capacity of Advisers to delivery the service. Organisations must have, as a minimum the equivalent of 6 full-time advisers available to work each day during a Rota Week...” <p>This now reads:</p> <p>“Organisations must be able to deliver the service in accordance with the terms of the contract from 27 October 2008 and in particular must have in place:</p> <ul style="list-style-type: none"> Capacity of Advisers to deliver the service. Organisations must have, as a minimum the equivalent of 6 full time advisers available to work during a Rota Week”.... (The rest of this Criterion is unamended) <p>Question A1 has also been amended to reflect this change. This previously read:</p> <p>“Please confirm that your organisation has at least the equivalent of 6 full time advisers available each day to deliver the service in accordance with the terms of the Contract”</p> <p>This now reads:</p> <p>“A1: Please confirm that your organisation has at least the equivalent of 6 full time advisers available during each Rota Week to deliver the service in accordance with the terms of the Contract.”</p>
Information for Applicants	Immigration Telephone Advice to individuals detained at	<p>Amendment is within Essential Criterion A:</p> <p>This previously read:</p> <p>Capacity of Advisers to delivery the service.</p>

	police stations in England and Wales	<p>Organisations must have, as a minimum the equivalent of 6 full-time advisers available to work each day during a Rota Week..."</p> <p>This now reads:</p> <p>"Capacity of Advisers to deliver the service. Organisations must have, as a minimum the equivalent of 6 full time advisers available to work during a Rota Week".</p>
Information for Applicants	Immigration Telephone Advice to individuals detained at police stations in England and Wales	<p>Amendment is throughout the IFA:</p> <p>Previously, the closing date for tenders to be received was given as 12 noon, Tuesday 19 August 2008.</p> <p>Any reference to the closing date for tenders to be received has now been amended to read "12 noon, Wednesday 27 August 2008".</p> <p>This extension has been necessary following changes to the tender documents described above.</p> <p>All other dates in the tender process remain unchanged.</p>

Immigration Policy Team
14 August 2008

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