

Immigration detained advice bid round
Frequently Asked Questions

Police Station Telephone Advice

Reference	Dated Received	Question / Clarification Required	Dated Responded	Answer
1	21/11/07	<p>For prospective new providers currently without a Unified Contract but who employ staff accredited to level two, including those accredited to supervisory level:</p> <ol style="list-style-type: none"> 1. Can they apply for the tenders at both the Police Stations and Immigration Removal Centres? 2. If so, how would they be paid under the Unified Contract? 	04/12/07	<p>Yes. Incoming new Providers will be awarded a Unified Contract authorizing the organization to carry out work under the Scheme as set out in the Schedule.</p> <p>In relation to how organizations will be paid for work under either scheme, please refer to the Payment sections of the individual IFA documents.</p>
2	26/11/07	Could a level 2 accredited advisor be on tender forms of more than one organisation?	04/12/07	Yes. There is nothing to preclude an appropriately accredited advisor being included on the tenders of more than one organization, however this will be taken into account when comparing the bids received.
3	04/12/07	What are the fees for the Police Station telephone advice scheme and how do they operate?	11/12/07	The fees for the Police Station Advice scheme are set out in the Rates of Payment section in Appendix Four of the Police Station Advice IFA.

				<p>If more than 1 adviser is on call on any one day, only one standby payment can be claimed.</p> <p>For instance, if an adviser is on call for 17 hours (1 Rota slot) having dealt with 10 Immigration Telephone Advice Claims during that period, the total costs claimable for that slot would be:</p> <p>Standby payment + Total number of Immigration Telephone Advice Claim payments</p> <p>£71.40 + £302.50 (10 x £30.25) = £373.90</p>
4	05/12/07	In relation to Essential criteria B- is it really necessary to forward copy Level 2 accreditation certificates, or can these be supplied on demand?	11/12/07	<p>These can be supplied on demand, you should however confirm as a minimum:</p> <ul style="list-style-type: none"> a) the Advisers' Accreditation PIN Number b) the date on which they achieved Level 2 Accreditation and c) confirmation that they continue to be Accredited to that level
5	05/12/07	In relation to Essential criteria F- please confirm the reference to Community Care is an error, should the reference be to Immigration?	11/12/07	Yes this is an error on the form; the reference to Community Care is incorrect and should be a reference to Immigration. The form has been amended accordingly.
6	11/12/07	For providers with more than one office, would a separate tender application be required for each office under each separate Account Number or under The Unified Contract would only one application be required?	11/12/07	A current provider's Unified Contract may contain a number of offices schedules pertaining to the offices within the provider organisation that may deliver work under the contract.

				<p>However, for the purpose of this tender you should submit your tender on behalf of the single legal entity, e.g. 'Smith and Partners' or 'Jones LLP' and not per office.</p> <p>In relation to the Police Station telephone advice tender, organisations should only submit one Tender Form to deliver this immigration telephone advice service.</p>
7	11/12/07	If providers are seeking to employ further appropriately accredited staff if successful in their tender, do they have to state the names and accreditation details of the proposed staff in the tender form(s)?	18/12/07	Yes. The details of any proposed additional accredited advisers should also be included on the tender forms.
8	11/12/07	If providers are seeking to employ further appropriately accredited staff if successful in their tender, do they have to state the names and accreditation details of the proposed staff in the tender form(s)?	18/12/07	<p>It is possible that an organisation may not already employ the numbers of accredited advisers, which it wishes to employ to form the basis of its service, for example where the contract of employment has not yet been agreed.</p> <p>Where possible you should in relation to essential criteria B provide details of any proposed additional accredited advisers or if it is not possible to give the names, you should confirm the number of Level 2 caseworkers you are proposing to use.</p> <p>However you should also note that in relation to desirable criteria 1 you may be assessed as less desirable if you cannot provide the required information in relation to your advisers.</p>

9	12/12/07	For proposed staff that are accredited to supervisor standard but are not yet employed by the provider tendering the bid, would they be required to complete and submit a self-supervisors form with the tender?	18/12/07	<p>Further to the answer to question 8, in relation to the completion of the SQM supervisor standard, we would not expect this to be completed if the provider submitting the tender, does not currently employ the supervisor.</p> <p>The provider should however be able to meet the preliminary stages of the SQM as required by essential criteria D, which include the standards for supervisory arrangements.</p>
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