

## **Yorkshire & Humberside Immigration tender May 2009**

### **Frequently Asked Questions**

#### **Question 1**

In the tender documentation it asks for the address of the office from which the service will be delivered. Firms with immigration contracts outside of Yorkshire and Humberside wishing to have a presence in the region as a result of this tender exercise will not yet have an office address within the region (but will have within 12 weeks of being notified of a successful bid). Will these bids still be given permission to have a contract on the understanding that they will have to have an office presence within 12 weeks?

**Please see para 2 h) of the ITT. And also the definition of an office in para 4. 34)**

**Contract awards will be made conditional on the basis that this criteria is met within 12 weeks of the notification of award.**

#### **Question 2**

If a subsidiary company is set up from the main LSC contract holding office to deliver the services under this contract what further steps are there in the tender process to accommodate this? Would the tender have to be in the name of the subsidiary company or could it be in the name of the main LSC contract holding office with a view to the Leeds contract ultimately being granted to a subsidiary company when this has been set up after notification of a successful contract award? i.e. could we respond to the bid round as AB Law Ltd and then upon successful grant of the contract transfer the contract to AB Law Leeds Ltd (by way of example)? In essence the contract holders will be the same people but just with a separate company name but with time being available after the grant of a contract to set the subsidiary company up?

**In this scenario the tender would need to be in the name of the subsidiary company.**

#### **Question 3**

What is the audit process and timescales following on from an application under the tender?

**For new applicants, Regional office staff will review the documentation to ensure that it addresses the Specialist Quality Mark requirements. This is known as a desktop audit and will be completed by the end of June 2009. Where an application is accepted at the desktop audit, a preliminary audit will then be arranged. These will be carried out within 12 weeks of the offer letters being issued. A further audit will then take place within 4 – 6 months to verify that the service is compliant with the Specialist Quality Mark.**

#### **Question 4**

The contract paperwork makes mention of this contract being in place for a year. Can you confirm that the contract will be from when it is awarded (presumably late June 2009 onwards) until 31 March 2010 rather than for a full year?

Please see para 2 d) of the ITT

### **Question 5**

Is an award of contracts in the region likely to be taken as a positive factor when applying for a new contract from April 2010? Will NMS totals allocated in this round be another factor when assessing 2010 bids?

**Tenders are assessed individually and only on the criteria as defined within the tender. Equally NMS are allocated as described in the ITT.**

### **Question 6**

There is currently a NAM rota operating for the induction centres in the Yorkshire region. When does the current rota expire? Will the award of a contract automatically place successful firms on the rota? If so, how will cases subsequently be allocated?

**Yes, successful firms will be included within any current and future rota or appointment making mechanism.**

### **Question 7**

Assuming a successful bid resulting in an office being set up in the Yorkshire/Humberside Region is there any scope for allowing off-site advice to be given i.e. advice at induction centres (Hillside/Belmont) or at a nearby alternative site (i.e. CAB near to Angel Lodge)? If so, can travel time and costs of the solicitor be claimed in these cases? If not what are the LSC's proposals for ensuring that clients who do not have any funds, and have not signed a legal aid form, can travel to the nominated contractual office?

**Only insofar as the current unified contract provisions allow.**

### **Question 8**

The East Midlands region has a referral protocol which we adhere to and this forms a part of our office manual. Does the Yorkshire and Humberside region have its own referral protocol?

**There is currently no regional protocol. Advisors should know when to refer clients and this will be checked during the audit process.**

### **Question 9**

I wish to confirm whether an OISC registered firm, operating for profit, would be allowed to bid for a Contract in the Immigration category in the Leeds and Humberside region.

**Yes, as long as the advisers undertaking publicly funded work at the firm are accredited in accordance with the requirements in the Unified Contract. See paragraphs 11.73 to 11.79 Immigration category rules of the civil specification at [www.legalservices.gov.uk/civil/how/unified\\_contract\\_civil.asp](http://www.legalservices.gov.uk/civil/how/unified_contract_civil.asp)**

**For the avoidance of any doubt advisers must be accredited through the SRA Immigration and Asylum Accreditation Scheme even if the firm is OISC registered**

