

Expression of Interest Form

You must read all the supporting documentation before completing this form.

The initial eligibility criteria have been developed to assess performance under the following areas: Financial performance; Contractual performance; Quality performance and Target categories. Please note: the initial eligibility criteria and the selection process are governed by the **Rules of the Selection Process**.

You **must** have contacted the appropriate **Relationship Manager** for your pilot region before completing and submitting the 'Expression of Interest' form. They can assess your firm's performance against the regionally held eligibility criteria and advise you on whether you should apply. If you wish to take your application further, you will then be asked to complete the rest of the form and submit it for further assessment.

Please submit completed forms to:

Edward Shuttleworth
Preferred Supplier Pilot
Supplier Development Group
Legal Services Commission
85 Gray's Inn Road
London
WC1X 8TX

When submitting your 'Expression of Interest' form, please ensure that you have read the **Information for Applicants** and the **Rules of the Selection Process** in full.

Pilot Region: _____	For completion by the LSC Application Ref: _____
LSC Account Number _____	
Name of Firm: _____	DX Number: _____
Telephone: _____	Nominated Lead Contact: _____
Fax: _____	Email: _____
Address of Firm (Lead Office if Applicable): _____ _____	
Please list all other proposed pilot offices and their account numbers: _____ (Multi site applicants only) _____	
Work done under contract: _____	
Work done under tolerance: _____	

Initial Eligibility Criteria	Verified by Relationship Manager	Self Declaration by Supplier	Documents needed
<p>Supplier is within the Upper Quartile of firms, in respect of total 'take' from the CDS or CLS funds (or total of both), on a regional basis</p> <p>OR</p> <p>Self declaration by supplier that at least 50% of the work done is publicly funded. (Please note, this should include all crown court work for CDS suppliers)</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>	<p>Self declaration signed by nominated lead contact:</p> <p>_____</p> <p>Date: _____</p>	
<p>Supplier has a CCA rating of 1 across all General Civil and Criminal contracts held</p> <p>OR</p> <p>Supplier has a CCA rating of 2 across any or both General Civil and Criminal contracts held and, they meet all other initial eligibility criteria, the needs of the pilot structure and they are willing to undergo a re-audit (where they must achieve a CCA rating of 1 across any or both General Civil or Criminal contracts held as part of the selection process)</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>		
<p>Supplier must have no outstanding critical quality concerns as a result of their last SQM audit. (A further audit may be required if no appropriate audit has been conducted in the last 18 months)</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>		
<p>Supplier must have held all General Civil and Criminal Contracts for at least one year</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>		

Initial Eligibility Criteria	Verified by Relationship Manager	Self Declaration by Supplier	Documents needed
Supplier has commenced at least 75% (equates to 90% over 12 months) of the Matter Starts issued to all of the Proposed Pilot Offices for the year 1 April 2003 to 31 March 2004, by 1 Feb 2004 (increases, decreases and changes in work profile will be taken into consideration)	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Self declaration by supplier that they have had no adverse OSS or SDT findings against their firm/solicitors in their firm in the previous 3 years or be subject to any ongoing official investigation.		Self declaration, signed by nominated lead contact: _____ Date: _____	
Supplier has no outstanding Contract or Rectification Notices	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Supplier holds the SQM in all target categories of work delivered	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Supplier must not have exceeded the regional office average for the number of refusals against substantive applications (i.e. certificates)	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Please complete the following form for all target categories of work delivered.

FAMILY

Initial Eligibility Criteria	Verified by Relationship Manager	Self Declaration by Supplier	Documents needed
Supplier is a current participant in the FAInS pilot or has signed a contract to participate in the pilot by the end of February 2004.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Or Supplier delivers Family work, but is not in a FAInS pilot area. Supplier must complete the FAInS pro forma			Attach completed pro forma

Initial Eligibility Criteria	Verified by Relationship Manager	Self Declaration by Supplier	Documents needed
<p>Supplier (FAInS and non-FAInS) has a Supervisor who meets one of the following:</p> <ol style="list-style-type: none"> 1. Membership of Law Society Advanced Family Panel 2. Accredited under the SFLA 3. Membership of the Children's Panel (Specifically if the majority of work is private or public law children. If a significant amount of work is also non-children then that work must be supervised by a solicitor who also meets 1 or 2 above) 			Please attach copy of certificates as required
Supplier (FAInS and non-FAInS) has utilised their matter starts at a reasonably even rate from 1st April 2003 to 29th Feb 2004	Yes <input type="checkbox"/> No <input type="checkbox"/>		

CRIME

Initial Eligibility Criteria	Verified by Relationship Manager	Self Declaration by Supplier	Documents needed
Supplier has a non standard fee assessment rate of 10% or less	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Or Supplier has a supervisor who is a member of a Duty Solicitor Scheme (at least one police station scheme and at least one court scheme)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Or Supplier has a supervisor who is a member of CLAS (Law Society Criminal Law Accreditation Scheme)			Please attach copy of certificate as required

Initial Eligibility Criteria	Verified by Relationship Manager	Self Declaration by Supplier	Documents needed
<p>Self declaration by supplier that 80% of the instances of Police station advice and assistance (both attendances and telephone advice) are conducted by designated fee-earners.</p> <p>Please note, The Relationship Manager may verify compliance with these requirements either before, or during the pilot</p>		<p>Self declaration, signed by nominated lead contact:</p> <p>_____</p> <p>Date: _____</p>	
<p>Self declaration by supplier that 80% of the instances of advocacy at magistrate's court are conducted by designated fee earners.</p> <p>Please note, The Relationship Manager may verify compliance with these requirements either before, or during the pilot</p>		<p>Self declaration, signed by nominated lead contact:</p> <p>_____</p> <p>Date: _____</p>	

IMMIGRATION

Initial Eligibility Criteria	Verified by Relationship Manager	Self Declaration by Supplier	Documents needed
<p>Supplier has a success rate in controlled legal representation of 40% or more</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>		
<p>40 % or more of certificated cases reported in immigration either had permission granted or were concluded before permission was applied for</p>	<p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>		

Please do not complete and submit this form, until you have verified your firm's performance against all the relevant criteria with the Relationship Manager for your pilot region