

**APPLICATION FORM TO REGISTER
AN EXPRESSION OF INTEREST**



CDS DIRECT

Applicant's Information

Structure of Application:	
Are you planning to merge with another organisation in order to provide CDS Direct?	Yes/No
	If "Yes" please complete "extra information for merger applications" below
Is this a bid which involves subcontractors?	Yes/No
	If "Yes" please complete "extra information for applications involving subcontractors" below

Details of applicant	
Name of applicant	
Applicant's contact name	
Applicant's address	
Applicant's contact telephone number	
Applicant's contact email address	
LSC account number (if existing LSC provider)	
Type of organisation applicant falls into (e.g. solicitor's firm, Not for Profit, commercial organisation)	

IMPORTANT NOTES

In answering the questions in this Application Form, please consider the details provided in the Expression of Interest document, particularly the 'selection criteria' and 'conditions of tender', and the draft contract.

Where indicated, please only complete the relevant sections, depending on whether you are a new organisation or you currently hold a contract with the LSC.

The space provided for answers is not reflective of the size of the response required. If there is insufficient space in the box, you should increase the size of the box, or may refer to an attached extra page. All pages must be numbered sequentially, including extra pages (e.g. page 1 of 6). Please also number any appendices and documents submitted to support your application in the same way and mark them at the top with the applicant's name.

Please ensure that you answer every question on the form. If a question is not relevant, please write 'not applicable' rather than leave it blank.

Extra information for merger applications	
Please list names and addresses of the organisations which are merging	
Please state the type of organisation in each case (solicitors firm, not for profit, commercial organisation etc)	
Please name which of these organisations is the lead organisation for the purposes of this Expression of Interest? We will only contact this organisation.	
Please confirm that each organisation has read and signed this Application Form	

Extra information for applications involving subcontractors	
Please list names and addresses of all proposed subcontractors (with LSC account numbers if appropriate)	
Please state the type of organisation for each subcontractor	
Please confirm that each subcontractor reads and signs this Application Form	

Section 1: Exclusion Criteria

Please answer these in relation to all organisations involved in application including subcontractors

1.1 Are you subject to bankruptcy proceedings?	Yes/no
1.2 Are you in receivership?	Yes/no
1.3 Are you in administration?	Yes/no
1.4 Are you apparently insolvent?	Yes/no
1.5 Have any of your partners, directors, trustees, members or any other person with control been convicted of a criminal offence or an act or grave misconduct concerning professional or business conduct?	Yes/no
1.6 Have you not fulfilled your statutory obligations relating to the payment of social security contributions and taxes?	Yes/no
1.7 Are you not licensed or registered, when this is a legal requirement?	Yes/no
1.8 Have you ever engaged in money laundering?	Yes/no

Availability of skilled and experienced advisers

2.3a Please confirm you are willing to deliver the CDS Direct Service 24 hours a day, every day of the year from the end of October 2007:

Yes/No

2.3b Please provide a realistic outline plan to show how you will have available by this date:

- (a) sufficient skilled and experienced advisers with the relevant qualifications to provide the CDS Direct Service (criteria outlined on page 4 of the Expression of Interest) on a 24 hour basis, 365 days a year, with appropriate provision for rest time, breaks, holidays, training, sickness absence and emergency back up; and
- (b) sufficient supervision of the CDS Direct telephone advisers by a Duty Solicitor 35 hours a week in person, and the rest of the time by telephone, with appropriate provisions for rest time, breaks, holidays, training, sickness absence and emergency back up.

NB this criterion does not require you to explain how you will meet the volume of calls for which you wish to bid, but merely that you have the organisational capacity to provide a 24 hour service everyday of the year.

LSC Account Record

2.4 (Relates to organisations (including subcontractors) who are current LSC Account Holders, or applicants which have held an LSC account in the last 2 years ONLY)

Have you or any of your proposed subcontractors:

(a) any outstanding contract notices? (i.e. where a contract notice has been issued to you but remedial action has not been taken to the complete satisfaction of your account manager).

Yes/No/Not applicable

If yes, please give details

(b) received any notice of termination of your contract?

Yes/No/Not applicable

If yes, please give details

Delivery of the CDS Direct Service

2.5 Are you willing to ensure that all CDS Direct advisers working on your CDS Direct contract each attend a Police Station at least 25 times each year to give legal advice and representation on criminal matters?

Yes/no

2.6 Are you willing to provide all CDS Direct advisers at least 6 hours training each year on police station advice and representation issues?

Yes/no

2.7 Are you willing to deliver the CDS Direct service under the CDS Direct brand?

Yes/no

Section 3: Desirable Criteria (in order of importance)

Experience

3.1 Please set out below details of your and your subcontractors' experience (all within the last 3 years) of delivering legal face to face advice to clients detained at the Police Station in England or Wales (either duty solicitor, other publicly funded or private work).

Please include details of the level and quantity of this experience.

3.2 Please set out below details of your or your subcontractors' experience (all within the last 3 years) of delivering telephone legal advice to clients detained at the Police Station in England or Wales (either duty solicitor, publicly funded or private work).

Please include details of the level and quantity of this experience.

3.3 Please set out below details of your and your subcontractors' experience (all within the last 3 years) of managing a service of dedicated telephone advisers who give advice to the public on complex issues solely or mainly by the telephone.

Please include details of the level and quantity of this experience.

Staffing and references

3.4 What percentage (in terms of full time equivalent posts) of the CDS Direct Advisers you have indicated on your outline plan under Essential Criteria 2.3b above do you (or your proposed subcontractors) currently employ, or engage through agency arrangements?

What are your plans for recruiting the rest?

3.5 How many full time equivalent Duty Solicitors do you currently employ? (extra credit will be given for additional employed Duty Solicitors)

Please state their names and Duty Solicitor Register numbers. Duty Solicitors employed by subcontractors and agency duty solicitors do not count here.

3.6 Do you (and any of your proposed subcontractors) have any adverse findings against the organisation or individuals currently involved in the organization within the last three years from:

- the Office of Supervision of Solicitors
- the Solicitors Disciplinary Tribunal
- any network body (for Not for Profit organisations)
- similar professional regulatory organisation (for commercial organisations)?

If yes, please give details

3.7 Referees: Please enclose two references from organisations for which you/your subcontractors have undertaken a substantial percentage of the work set out at Section 2.1 above within the last two years. If possible these should include at least one public organisation.

For each referee, please provide the following details below as well as enclosing the reference:

- a brief outline of the services that you provide(d);
- the length of time that you have provided the services;
- how successful the service was/ services were; and
- The name of a person at the organisation giving the reference who we may contact by phone if necessary to clarify the reference

Section 4 Indication of likely size of bid

Please indicate approximately what percentage of the overall CDS Direct service you are likely to bid for, if invited to submit full bids. You should use, as an assumption, that the total volume of calls per annum to CDS Direct is 204,000.

We will NOT regard this indication as binding on you, and we ask for this information purely to assist us in selecting sufficient Expressions of Interest to submit full tenders.

% of 204,000

Section 5 Additional information

Please set out any other information you consider to be relevant to your application that you have not set out anywhere else in this form or the attached documents. Please limit yourself to 500 words.

Section 6	Declaration
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I/we hereby express an interest in being invited to bid for a contract to provide CDS Direct. I/we certify that the information provided in the Application Form (and other related documents) is accurate to the best of my/our knowledge, information and belief. I/we confirm that I/we have not colluded with anyone (including other applicants but excluding any subcontractors) or canvassed views from anyone in connection with this application. I/we understand that if I/we have not answered every question on either form, my/our application may be rejected; further, that any material inaccuracy or omission in the information that I/we have provided may lead to the Application Form and any future bid being treated as invalid and/or any contract offered or awarded being withdrawn or amended by the Commission. I/we confirm that I/we have considered any questions and answers posted on the Commission's website relating to this tendering exercise before submitting this Application Form. I/we understand that this application does not bind either the Commission or me/us to enter into a contract.

I/we hereby declare that the person(s) involved in the preparation and collation of this Application Form were, or are in no way, or will be, associated with the initial preparation by the Commission of the tender documentation or with the subsequent evaluation, assessment, analysis, management and decision making process of this tender.

Signed:	Date:
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Name:	Status:
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Signed:	Date:
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Name:	Status:
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This Application Form must be signed for you by a person who can bind you to it. If the organisation is a partnership, a partner must sign. If it is a sole practitioner solicitor, the sole practitioner (principal) must sign. If it is a company, a director must sign. If it is an LLP, two LLP members must sign.

Section 7	Declaration (Subcontractors)
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I/we hereby confirm that we have read the expression of interest being submitted by the organisation(s) signing at Section 5 and that the information relating to our potential involvement in the provision of CDS Direct services is accurate to the best of our knowledge, information and belief.

Organisation

Signed	Date
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Name	Status
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Organisation

Signed	Date
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Name	Status
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