

ANNEX A - ASSESSMENT TABLE

ESSENTIAL CRITERIA (not listed in order of importance - all the criteria are equally important)	Marks	Award	COMMENTS
Experience			
EC1 At least half of the Level A and Level B litigators in a Defence Team (at least one of which must be Level A) must have experience of: a) At least two Qualifying Cases, at least one of which must have been prepared to trial in the Qualifying Period; <u>or</u> b) 300 Qualifying Hours have been conducted by each Level A and Level B Litigator in the Qualifying Period. This includes VHCCs contracted prior to the change to 41 days.	1		Applicants must meet one of the two limbs for this criterion. This criterion is weighted equally to the other essential criteria.
EC2 At least half of all Advocates nominated to act in a leading role must have experience of: a) At least two Qualifying Cases, at least one of which must have been prepared to trial in the Qualifying Period; <u>or</u> b) 300 Qualifying Hours have been conducted by each Advocate in the Qualifying Period. This includes VHCCs contracted prior to the change to 41 days.	1		Applicants must meet one of the two limbs for this criterion. This criterion is weighted equally to the other essential criteria.
EC3 Nominated Case Managers in a Defence Team must have experience of: a) At least two Qualifying Cases, at least one of which must have been prepared to trial in the Qualifying Period; <u>or</u> b) 300 Qualifying Hours have been conducted by each Case Manager in the Qualifying Period. This includes VHCCs contracted prior to the change to 41 days.	1		Applicants must meet one of the two limbs for this criterion. This criterion is weighted equally to the other essential criteria.
IT resources			
EC4 All Defence Team members must have access to the necessary IT resources to: (i) adequately prepare a VHCC; (ii) keep electronic diaries or computerised time recording systems detailing time spent preparing both VHCCs and other cases; <u>and</u> (ii) transact with the CCU in an efficient manner. The minimum IT resources required are: a) a PC with CD ROM / DVD Capabilities; and b) Microsoft Word and Excel (or comparable); and c) access to email and the internet (to communicate with the CCU and prosecution agencies); <u>and</u> d) access to trained personnel who can use IT skills to achieve great efficiencies in searching large amounts of prosecution material.	1		Applicants must meet all parts of this criterion to be assessed as acceptable. This criterion is weighted equally to the other essential criteria.
Quality - Peer Review			
EC5 The applicant must have been assessed in its most recent Peer Review (post 1 April 2005) as: a) PR3 minimum on a General Crime Work Peer Review; <u>or</u> b) "Threshold Competence or Better" on a Peer Review that includes VHCC contracts.	1		The applicant must have been assessed at PR3 or "Threshold Competence or Better" as a minimum in order to be assessed as acceptable on this criterion. If you are in the process of being peer reviewed or about to be peer reviewed, your result will be assumed to be PR3 or "Threshold Competence or Better" (and you may be awarded a conditional Contract) until your final result proves otherwise, in which case you will no longer be eligible for the Panel and may be required to transfer any VHCCs contracted after the Panel has been appointed to a full Panel member. This criterion is weighted equally to the other essential criteria.
Quality - Other LSC contracts			
EC6 The applicant must not have had any LSC contract terminated since 1 April 2005 (e.g. VHCC contract, General Criminal Contract, General Civil Contract, Unified Contract).	1		This criterion is weighted equally to the other essential criteria.
Capacity			
EC7 The applicant must apply for at least three VHCCs over the 18-month Panel term at each of the prices for which the applicant submits a bid.	1		Applicants must bid for at least 3 VHCCs in order to be assessed as acceptable on this criterion. This criterion is weighted equally to the other essential criteria.
EC8 The applicant must not have applied for more than the greater of (a) four VHCCs or (b) the number of Qualifying Cases conducted by the applicant in the Qualifying Period at each of the prices for which the applicant submits a bid.	1		Applicants that submit bids that exceed their maximum possible bid will not be awarded this mark. Applicants are therefore encouraged to adhere to the tendering rules on min. and max. bids.
EC9 The Defence Team you propose to deliver the number of VHCCs you are bidding for will enable you to adhere to all the contract requirements.	1		Applicants must meet all parts of this criterion to be assessed as acceptable. This criterion is weighted equally to the other essential criteria.
Financial management			
EC10 The applicant must comply with the financial management requirements of its Regulatory Body.	1		Applicants must declare that they comply with their regulatory body's financial management rules and procedures to be assessed as acceptable on this criterion. This criterion is weighted equally to the other essential criteria.
The applicant must meet all sections of the essential criteria. For 'Experience', this means that at least one element in each criterion 1 to 3 should be met (i.e. you must meet either (a) or (b) in each criterion 1 to 3). All of the other essential criteria must be met (i.e. 4 to 10).			

Acceptable	10
Poor	8 - 9
Unacceptable	0 - 7

DESIRABLE CRITERIA (listed in order of importance and in accordance with the marks that will be awarded)	Marks	Award	COMMENTS
Capacity			
DC1 The capacity bid is for more than half the number of Qualifying Cases conducted in the Qualifying Period.	7		Applicants bidding for contract capacity in excess of their previous years' contract numbers would be considered more desirable than those bidding for the same contract capacity. Therefore they are awarded an additional mark for exceeding. They are also considered more desirable than those bidding capacity with a willingness to expand if required to do so. More marks are therefore available under these criteria.
DC2 The capacity bid is equal to half the number of Qualifying Cases conducted in the Qualifying Period.	6		
DC3 The applicant is willing to expand its capacity in line with client demand by: a) 100% of its capacity bid (VHCC numbers or hours); OR b) 50% of its capacity bid (VHCC numbers or hours); OR c) 20% of its capacity bid (VHCC numbers or hours)	3 2 1		Applicants bidding for contract capacity but indicating a willing to expand their capacity to meet client demand would be considered more desirable than those that are not. 100% is considered more desirable than 50% and 50% more desirable than 20%. 1 mark will be awarded for potential growth of 20% - 49% growth, 2 for 50% - 99% and 3 for 100% or greater.
DC4 The applicant is applying for at least four VHCCs over the 18-month Panel term.	2		Applicants must be bidding for at least four VHCCs to be awarded two marks.
Experience			
DC5 At least half of the Level A and Level B litigators in a Defence Team (at least one of which must be Level A) must have experience of: a) At least three Qualifying Cases, at least two of which must have been prepared to trial in the Qualifying Period; b) 500 Qualifying Hours have been conducted by each Level A and Level B litigator in the Qualifying Period. This includes VHCCs contracted prior to the change to 41 days.	1		Applicants able to satisfy either limb of this criterion will be awarded a mark.
DC6 At least half of all Advocates nominated to act in a leading role must have experience of: a) At least three Qualifying Cases, at least two of which must have been prepared to trial in the Qualifying Period; b) 500 Qualifying Hours have been conducted by each Advocate in the Qualifying Period. This includes VHCCs contracted prior to the change to 41 days.	1		Applicants able to satisfy either limb of this criterion will be awarded a mark.
DC7 Nominated Case Managers in a Defence Team must have experience of: a) At least three Qualifying Cases, at least two of which must have been prepared to trial in the Qualifying Period; b) 500 Qualifying Hours have been conducted by each Case Manager in the Qualifying Period. This includes VHCCs contracted prior to the change to 41 days.	1		Applicants able to satisfy either limb of this criterion will be awarded a mark.
TOTAL	15		

Excellent	12 - 15
Very Good	9 - 11
Good	4 - 8
Acceptable	0 - 3