

## Procurement Plan for Bridgend, Cardiff and The Vale of Glamorgan

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### Procurement Summary

#### 1. Family Services

We intend to invite bids for approximately **4,280** new matter starts (NMS) for the provision of face-to-face Family advice within the procurement area (PA) of Bridgend, Cardiff and The Vale.

This PA is dominated by the capital city of Cardiff, both in terms of population and access to legal services. Access to Family services is currently good, particularly in Cardiff and we anticipate there will be competition for the available work. To maintain client access across the PA, we will require providers to have a permanent presence in any access point where they wish to bid for NMS.

Although there is significant demand for public and private law services and there are currently good levels of supply, the PA is large and diverse and we are concerned that the market may not be sufficiently well developed, particularly in Bridgend, to support Service Specification A at this time. In recognition of this, we have decided to invite providers to bid under **Service Specification B**.

- Providers will be able to tender for either the full range of private Family work and/or public law children work.
- Providers will need to have a permanent presence in the PA and a presence in the access point tendered for.
- Where providers wish to undertake private family work they will be required to tender for and undertake a minimum of **75** Legal Help cases per year.
- Those wishing to undertake public law children cases must commit to undertake at least **5** public law certificated cases per year.

#### 2. Family and Housing (Combined Service)

We will set aside a small proportion of available NMS in Housing for providers wishing to deliver a combined Housing and Family service.

We have seen some level of demand for this service within the procurement area. We will therefore set aside **150** NMS in Housing for providers wishing to deliver a combined Housing and Family service.

Providers wishing to undertake Housing as part of this service combination will be required to tender for and undertake a minimum of **50** NMS in Housing.

### 3. Social Welfare Law Services

We intend to invite bids for approximately **5,320** NMS across the Social Welfare Law (SWL) categories of Housing, Welfare Benefits and Debt, **100** in Community Care and **100** in Employment. We expect there will be competition to deliver services and will therefore tender for these services under **Service Specification A**.

Historically SWL services have been hard to place in some parts of the PA and some of them have been provided by way of outreach. We will look to maintain client access to services by requiring providers to have a permanent presence in the PA and in any access point where a provider wishes to bid for NMS.

Housing, Welfare Benefits and Debt will be tendered together and providers will be required to bid for and provide services in all three categories.

- Providers may bid to deliver Housing, Debt and Welfare Benefits either as a single legal entity or as part of a consortium.
- Providers delivering Debt, Housing and Welfare Benefits will need to have a permanent presence in the PA and a permanent presence in the access point(s) tendered for.
- Providers delivering Housing, Debt and Welfare Benefits will be required to undertake a minimum of **100** NMS in each category per schedule year.
- Providers delivering Community Care will be required to undertake a minimum of **20** NMS per schedule year.
- Providers delivering Employment will be required to undertake a minimum of **30** NMS per schedule year.
- Community Care and Employment providers will be required to have a part-time presence in the PA.
- As tenders are invited under **Service Specification A**, we will require providers to employ an authorised litigator in order to conduct Housing and / or Community Care services.

For Debt, Housing and Welfare Benefits, we will divide the available NMS for the PA between the three categories as follows:

<b>PA</b>	<b>Debt</b>	<b>Housing</b>	<b>Welfare Benefits</b>
Bridgend, Cardiff & the Vale of Glamorgan	1,750	1,300	2,270

#### 4. Access

Bridgend, Cardiff and The Vale of Glamorgan covers a large geographic area, with a combination of a large city, smaller towns and rural areas. We are concerned that if we organise bids around the whole of the PA we will not ensure adequate access across the whole area, particularly Bridgend. We will therefore make NMS available in three specified access points within the PA. Providers (other than those delivering Community Care and Employment – see above) will be required to have a permanent presence in the access point(s) in which they deliver services.

<b>Access Points</b>	<b>NMS allocated for Family</b>	<b>NMS allocated for Debt</b>	<b>NMS allocated for Housing</b>	<b>NMS allocated for Welfare Benefits</b>
Bridgend	1,010	120	100	160
Cardiff	2,350	1,310	950	1,690
The Vale of Glamorgan	920	320	250	420

We have previously experienced difficulty in securing SWL services outside of Cardiff and are therefore considering the use of selection criteria that prefer tenders from providers able to deliver a SWL service in the harder to reach areas.

All providers delivering services in this procurement area must be able to deliver those services taking account of clients whose language of choice is Welsh.

#### 5. Budget

Current spend in this area is significantly higher than that which we would expect to spend in Family services according to the Indicative Spend Budget Model. It is therefore unlikely that we would wish to actively increase the provision of Family services and matter starts will be carefully managed with the aim of remaining within the level of current spend.

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## 6. Current Supply September 08 – August 09

Category	No. of Providers	NMS opened	Certificates issued
Family (public)	35	4,759	1,445
Family (private)	44		1,166
Debt	10	1,948	4
Housing	4	1,586*	24
Welfare Benefits	7	2,520	1
Employment	1	50	0
Community Care	1	86	6

\*Includes Housing NMS delivered in the PA by way of outreach.

	Total providers	Current SWL Services						Current Family Services	
		Providers delivering 5 core SWL cats	Providers delivering 4 core SWL cats	Providers delivering 3 core SWL cats	Providers delivering 2 core SWL cats	Providers delivering 1 core SWL cat	Providers delivering Housing & Family only	Providers delivering 5+Public law certs	Providers delivering Private Family Only
<b>Solicitor</b>	44	0	0	1	0	5	1	24	9
<b>NFP</b>	6	0	1	1	4	0	0	0	0