

## Procurement Plan for Bolton

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### Procurement Summary

#### 1. Family Services

We intend to invite bids for **1,820** new matter starts (NMS) for the provision of face-to-face Family Advice within the procurement area (PA) of Bolton. There is currently a good level of access to the full range of Family services within the PA and we anticipate that this will continue to be the case. We will therefore invite providers to tender under **Service Specification A**:

- Providers will be required to deliver the full range of private family work **and** public law children work.
- Providers will be required to have a permanent presence in the PA.
- Providers will be required to tender for and undertake a minimum of **75** Legal Help cases per year and **5** public law certificated cases per year.

Providers who wish to undertake only work for children will be able to tender for a specialist children contract, with no requirement to undertake the full range of family services.

#### 2. Family & Housing (as a combined service)

We will set aside a proportion of the available NMS in housing for providers wishing to deliver a combined Housing and Family Service. We have previously seen limited demand for this combination of services. We will therefore make **100** NMS in Housing available for providers wishing to deliver a combined Housing and Family service.

- Providers wishing to offer Housing as part of this service combination will be required to tender for and undertake a **minimum of 50** Legal Help Housing matters per year.

#### 3. SWL Services

We intend to invite bids for **1,840** NMS across the core Social Welfare Law (SWL) categories of Housing, Debt and WB advice, **100** in Community Care and **100** in Employment. We will invite providers to tender under **Service Specification A**.

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

- Providers may bid to deliver these services as either a single legal entity or as part of a consortium.
- Housing, Debt and Welfare Benefits providers will be required to have a permanent presence in the PA.

- Providers delivering Housing, Debt and Welfare Benefits will be required to undertake a **minimum of 100 NMS** in each category per schedule year.
- Providers will be required to undertake a minimum of 20 NMS in Community Care per schedule year.
- Providers will be required to undertake a minimum of 30 NMS in Employment per schedule year.
- Community Care and Employment providers will be required to have a part-time presence in the PA.
- As SWL tenders are invited under **Service Specification A**, the requirement to employ an authorised litigator in Housing and/or Community Care will be an essential criterion.

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

PA	Debt	Housing	Welfare Benefits
Bolton	620	320	900

#### 4. Access

There are no significant access issues within Bolton as the area is well served by all forms of transport links. Historically services have been delivered in parts of the PA with the largest demographic concentration and clients in outlying areas may also choose to access services in one of the adjoining procurement areas. No criteria will therefore be used to select providers on the basis of their location within the area and providers will only be required to have an office within the procurement area.

#### 5. Budget

Current spend in this area is higher than that which we would expect to spend in Family Legal Help 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.

Current spend in SWL services in this area is slightly lower than is suggested by the Indicative Spend Budget Model. Therefore, the total number of NMS available in this area has been increased to enable an increase in access to services which moves closer to that suggested by the Model

**6. Current Supply: September 08 – August 09**

Category	No. of Providers	NMS opened	Certificates issued
Family (public)	15	2,019	962
Family (private)	17		538
Debt	1	631	-
Housing	1	192	31
WB	1	1,007	-
Employment	1	81	-
Community Care	1	38	-

	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	Providers delivering 5+Public law certs	Providers delivering family private only
<b>Solicitor Providers</b>	<b>17</b>	0	0	0	0	1	1	10	2
<b>NFP Providers</b>	<b>1</b>	0	1	0	0	0	0	0	0