

Procurement Plan for Cambridgeshire

Procurement Summary

1. Family Services

We intend to invite bids for approximately **3,650** new matter starts (NMS) for the provision of face-to-face Family advice within the procurement area (PA) of Cambridgeshire.

We have not historically had difficulty in securing Family services in this area and access is available to the full range of Family advice. We wish to maintain client access to the full range of services and will therefore invite tenders under **Service Specification A**.

- Providers will be required to deliver the full range of private family work **and** public law children work.
- Providers will need 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. Housing & Family (Combined Service)

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

There has previously been limited demand for this service combination within the PA and we therefore intend to invite bids for **150** NMS for providers wishing to deliver a combined Housing and Family service.

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

3. Social Welfare Law Services

We intend to invite bids for approximately **3,990** NMS across the Social Welfare Law (SWL) categories of Housing, Debt and Welfare Benefits advice and **100** NMS in Community Care and **390** NMS in Employment.

It has not previously been difficult to secure most SWL categories and services in the PA and the market place is relatively well developed. In the

Housing Category we have historically had greater difficulty in securing services than Debt and Welfare Benefits and in recognition of this and to encourage the development of the market in this category, we will invite these bids under **Service Specification B**.

Housing, Welfare Benefits and Debt will be tendered together as a bundle of services and providers will be required to both tender 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 are required to have a permanent presence in the PA and a presence in the access point(s) tendered for as specified
- Providers delivering Housing, Debt and Welfare Benefits will be required to undertake a minimum of **75** 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 SWL tenders are invited under **Service Specification B**, the requirement to employ an authorised litigator in Housing and/ or Community Care will not be an essential criterion However, where a competitive process is necessary to decide between bids, as part of the selection process we will prefer providers who can provide the best access to an authorised litigator. This might mean giving preference to those with an employed authorised litigator. We will also consider alternative arrangements but providers are advised that this may score lower in the ranking.

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
Cambridgeshire	1,690	770	1,530

4. Access

There are some potential access issues within Cambridgeshire. The PA is very varied including urban areas such as Peterborough and extremely rural areas such as Fenland. This, together with limited availability of public transport across the PA can make accessing services a challenge requiring good service points in multiple locations. To ensure access to services across the PA, we will make NMS available for particular access points.

Access Points	NMS allocated for Family	NMS allocated for Debt	NMS allocated for Housing	NMS allocated for Welfare Benefits	Presence required
Peterborough	1670	400	320	750	Permanent
Cambridge	570	740	180	650	Permanent
Rest of Cambridgeshire including Fenland, Huntingdonshire, East and South Cambridgeshire	1410	550	270	130	Permanent

5. Budget

Current spend in this area is lower than that which we would expect to spend in Family Legal Help according to the Indicative Spend Budget Model. Therefore, the total number of NMS available in this area will be increased from that which is currently being delivered to enable an increase in access to services which moves closer to that suggested by the Model.

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

6. Current Supply: September 08 – August 09

Category	No. of Providers	NMS opened	Certificates issued
Family (public)	24	3,303	916
Family (private)	30		1,103
Debt	4	2,011	4
Housing	4	770	90
Welfare Benefits	5	1,819	0
Employment	2	438	0
Community Care	0	46	8

		Current SWL Services						Current Family Services	
	Total Providers	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 Private family only
Solicitor	30	0	0	0	1	2	2	20	5
NFP	6	0	0	2	2	1	0	0	1