

Procurement Plan City of Westminster

Procurement Summary

1. Family Services

We intend to invite tenders for approximately **1,160** NMS for the provision of face-to-face Family advice within the procurement area (PA) of Westminster. Both private and public Family services are currently available across the PA and to continue to ensure access to advice across a wide range of family issues, we will advertise the tender as **Service Specification A**.

We are aware that it may take some time for the market to adapt to delivering significant levels of public and private family law work. We have therefore set the requirement to undertake a minimum number of Legal Help cases at the lower level of **50** NMS per year.

- 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 **50** 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 (Combined Service)

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

We have seen a significant amount of demand for this service combination within the PA. We will therefore make **500** NMS in Housing available for providers wishing to deliver a combined Housing and Family service.

Providers wishing to bid for 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 tenders for **1,650** NMS across the core Social Welfare Law (SWL) categories of Housing, Debt and Welfare Benefits advice, **100** in Community Care and **100** in Employment.

There is currently good access to SWL advice across the PA and we expect that there may be competition to deliver services in the area. We will therefore invite tenders under **Service Specification A**.

Housing Welfare Benefits and Debt will be tendered together as a bundle of services 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 Housing, Debt and Welfare Benefits will need to have a permanent presence in the PA.
- 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 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:

PA	Debt	Housing	Welfare Benefits
City of Westminster	440	600	610

4. Access

There are no potential access issues within Westminster as the area is geographically small and good public transport links are available across the whole of the procurement area. Therefore no criteria will be used to select providers on the basis of their location within the area and providers will only be required to have a permanent presence within the PA.

5. Budget

Current spend in this area is 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.

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)	13	1,284	813
Family (private)	13		533
Debt	3	399	5
Housing	9	1,443	312
Welfare Benefits	3	547	0
Employment	3	62	0
Community Care	0	1	3

	Total providers	Current SWL Services						Current Family Services	
		5 core SWL cats	4 core SWL cats	3 core SWL cats	2 core SWL cats	1 core SWL cat	Housing & Family	5+Public law certs	Family private only
Solicitor	14	0	0	1	0	7	5	11	0
NFP	5	0	0	1	2	1	0	1	0