

Procurement Plan for Hillingdon

Procurement Summary

1. Family Services

We intend to invite bids for approximately **1,040** new matter starts (NMS) for the provision of face-to-face Family Advice within the procurement area (PA) of Hillingdon. There is currently a good level of access to Family services in the area and we anticipate that this will continue to be the case. Significant demand for public law services is evident in this PA and we consider that as these clients may require advice across a wide range of family issues we will advertise the tender as **Service Specification A**.

- Providers will be required to tender for and deliver both 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 **100** Legal Help cases per year and at least **5** public law certificates each 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 small amount of demand for this service within the procurement area. We will therefore make **100** 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** matters in Housing per schedule year.

3. Social Welfare Law Services

We intend to invite bids for **1,260** NMS across the core Social Welfare Law (SWL) categories of Housing, Debt and Welfare Benefits advice, **100** in Community Care and **150** in Employment.

Clients currently have access to the full range of SWL services in this PA, and to ensure continued access to these services we will invite these bids 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 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 **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:

PA	Debt	Housing	Welfare Benefits
Hillingdon	300	600	360

4. Access

There are no potential access issues within Hillingdon as the area is geographically small (even though it is a large PA for London) 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 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 to enable an increase in access to services which moves closer to that suggested by the Model.

Current spend in this area is lower than that which we would expect to spend in SWL Legal Help according to the Indicative Spend Budget Model. Therefore, the total number of NMS available in this area will be 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)	7	946	305
Family (Private)	11		394
Debt	2	157	3
Housing	4	784	66
Welfare Benefits	3	361	0
Employment	2	200	2
Community Care	1	6	0

		Current SWL Services: number of providers delivering combinations of categories						Current Family Services: number of providers delivering public/private	
		Total providers	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
Solicitor	11	1	1	0	0	1	1	5	4
NFP	1	0	0	0	1	0	0	0	0