

## Low Volume Categories IFA Annexes

### ANNEX A: Actions Against the Police etc. Criteria

<b>Essential Criteria</b>	
By 1 August 2011, in each Procurement Area that the Applicant Organisation is tendering to deliver services, it must be able and willing to provide Actions Against the Police etc. Services at all levels (i.e. Legal Help and Legal Representation) through the employment of an Authorised Litigator.	
By 1 August 2011, the Applicant Organisation must have Local Arrangements in place, or have an Office in each Procurement Area tendered for which is either a Permanent Presence or a Part-time Presence. Evidence of this must be provided prior to 1 August 2011.	
The Applicant Organisation must not have received a 'Confirmed Peer Review' rating of 4 or 5 in the Actions Against the Police etc. Category of Law since 13 April 2008.	
By 1 August 2011, the Applicant Organisation must employ a Supervisor who meets either route for the Supervisor Standard in the Actions Against the Police etc. Category of Law as set out in the 2010 Standard Civil Contract. Evidence of this must be provided prior to 1 August 2011.	
By 1 August 2011 the Applicant Organisation must employ at least one full time equivalent (FTE) Supervisor (who meets the Supervisor Standard in the Actions Against the Police etc. Category of Law and actively supervises) for every six employed FTE Caseworkers. Evidence of this must be provided prior to 1 August 2011.	
In each Procurement Area that the Applicant Organisation is tendering to deliver services, it must tender for at least the Minimum Matter Starts in the Actions Against the Police etc. Category of Law (and any pro-rata equivalent).*	

\*The minimum Matter Start size for Actions Against the Police etc is set at 30 per Contract year. However, as the first schedule period will be for a 4 month period only, a pro rata minimum will apply to 30 November 2011. This means that the minimum for the first schedule period will be 10 Matter Starts.

<b>Selection Criteria</b>	
Preference will be given to an Applicant Organisation based on the type of Presence delivered in the Procurement Area.	Points will be awarded to an Applicant Organisation as follows: <ul style="list-style-type: none"> <li>- The Applicant Organisation will have a Permanent Presence in the Procurement Area (5 points)</li> <li>- The Applicant Organisation will have a Part-time Presence in the Procurement Area (3 points)</li> <li>- The Applicant Organisation will have permitted Local Arrangements in the Procurement Area (1 point)</li> </ul>
Preference will be given to those Applicant Organisations that can provide us with a higher level of confidence of delivery through currently providing face-	Points will be awarded to an Applicant Organisation as follows:

<p>to-face legal services in the Procurement Area.</p>	<ul style="list-style-type: none"> <li>- The Applicant Organisation is currently delivering face-to-face Actions Against the Police etc Services in the Procurement Area (5 points)</li> <li>- The Applicant Organisation has an Office in the Procurement Area that is currently operational and delivering face-to-face advice services in a Category of Law other than Actions Against the Police etc (4 points)</li> <li>-The Applicant Organisation already has a formal written and agreed arrangement in place to set up an Office or Local Arrangements in the Procurement Area to deliver face-to-face advice services in the Actions Against the Police etc Category of Law by 1 August 2011 (2 points)</li> <li>- None of the above (0 points)</li> </ul>
<p>Preference will be given to those Applicant Organisations that can provide us with a higher level of confidence of delivery through experience of delivering Actions Against the Police etc. Services.</p>	<p>Points will be awarded to the Applicant Organisation as follows:</p> <ul style="list-style-type: none"> <li>- The Applicant Organisation has advised or represented clients face-to-face in at least 30 Actions Against the Police etc Services cases since 13 April 2010 (5 points)</li> <li>- The Applicant Organisation is not yet operational but its Key Personnel/Actions Against the Police Supervisor have advised or represented clients face-to-face in at least 30 Actions Against the Police etc Services cases since 13 April 2010 (3 points)</li> <li>- None of the above (0 points)</li> </ul>
<p>Preference will be given to those Applicant Organisations that can provide us with a higher level of confidence of delivery through having a lower percentage of caseworkers to recruit to deliver the Actions Against the Police etc Services at the relevant Procurement Area.</p>	<ul style="list-style-type: none"> <li>- The Applicant Organisations has to recruit less than 25% of the total number of caseworkers required to deliver the Actions Against the Police etc Services in the Procurement Area (5 points)</li> <li>- The Applicant Organisations has to recruit between 25% and 49% of the total number of caseworkers required to deliver the Actions Against the Police etc Services in the Procurement Area (3 points)</li> </ul>

	<ul style="list-style-type: none"><li>- The Applicant Organisation has to recruit between 50% and 74% of the total number of caseworkers required to deliver the Actions Against the Police Service etc in the Procurement Area (2 points)</li> <li>- The Applicant Organisation has to recruit 75% or more of the total number of caseworkers required to deliver the Actions Against the Police Service etc in the Procurement Area (0 points)</li> <li>- Exceptional Circumstance apply</li></ul> <p>NB. Applicants may select an 'Exceptional Circumstances' option for use where Applicants consider that none of the other options provided apply to their Applicant Organisation. Applicants to whom this is relevant should set out their Exceptional Circumstances and how they meet the relevant criterion. Applicants setting out Exceptional Circumstances will be scored according to how well they meet our criteria and may be awarded scores from 0 – 5.</p>
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## ANNEX B: Education Criteria

<b>Essential Criteria</b>
By 1 August 2011, in each Procurement Area that the Applicant Organisation is tendering to deliver services, it must be able and willing to provide Education Services at all levels (i.e. Legal Help and Legal Representation) through the employment of an Authorised Litigator.
By 1 August 2011, the Applicant Organisation must have Local Arrangements in place, or have an Office in each Procurement Area tendered for which is either a Permanent Presence or a Part-time Presence. Evidence of this must be provided prior to 1 August 2011.
The Applicant Organisation must not have received a 'Confirmed Peer Review' rating of 4 or 5 in the Education Category of Law since 13 April 2008.
By 1 August 2011 the Applicant Organisation must employ a Supervisor who meets the Supervisor Standard in the Education Category of Law as set out in the 2010 Standard Civil Contract. Evidence of this must be provided prior to 1 August 2011.
By 1 August 2011 the Applicant Organisation must employ at least one full time equivalent (FTE) Supervisor (who meets the Supervisor Standard in the Education Category of Law and actively supervises) for every six employed FTE Caseworkers. Evidence of this must be provided prior to 1 August 2011.
In each Procurement Area that the Applicant Organisation is tendering to deliver services, it must tender for at least the Minimum Matter Starts in the Education Category of Law and any pro-rata equivalent.

\* The minimum Matter Start size for Education is set at 20 per Contract year. However, as the first schedule period will be for a 4 month period only, a pro rata minimum will apply to 30 November 2011. This means that the minimum for the first schedule period will be 7 Matter Starts.

<b>Selection Criteria</b>	
Preference will be given to an Applicant Organisation based on the type of Presence delivered in the Procurement Area.	<p>Points will be awarded to an Applicant Organisation as follows:</p> <ul style="list-style-type: none"> <li>- The Applicant Organisation will have a Permanent Presence in the Procurement Area (5 points)</li> <li>- The Applicant Organisation will have a Part-time Presence in the Procurement Area (3 points)</li> <li>- The Applicant Organisation will have permitted Local Arrangements in the Procurement Area (1 point)</li> </ul>
Preference will be given to those Applicant Organisations that can provide us with a higher level of confidence of delivery through currently providing face-to-face legal services in the Procurement Area.	<p>Points will be awarded to an Applicant Organisation as follows:</p> <ul style="list-style-type: none"> <li>- The Applicant Organisation is currently delivering face-to-face Education Services in the Procurement Area (5 points)</li> <li>- The Applicant Organisation has an Office in the Procurement Area that is currently operational and delivering face-to-face advice services in a</li> </ul>

	<p>Category of Law other than Education (4 points)</p> <ul style="list-style-type: none"> <li>-The Applicant Organisation already has a formal written and agreed arrangement in place to set up an Office or Local Arrangements in the Procurement Area to deliver face-to-face advice services in the Education Category of Law by 1 August 2011 (2 points)</li> <li>- None of the above (0 points)</li> </ul>
<p>Preference will be given to those Applicant Organisations that can provide us with a higher level of confidence of delivery through experience of delivering Education Services.</p>	<p>Points will be awarded to the Applicant Organisation as follows:</p> <ul style="list-style-type: none"> <li>- The Applicant Organisation has advised or represented clients face-to-face in at least 30 Education Services cases since 13 April 2010 (5 points)</li> <li>- The Applicant Organisation is not yet operational but its Key Personnel/Education Supervisor have advised or represented clients face-to-face in at least 30 Education Services cases since 13 April 2010 (3 points)</li> <li>- None of the above (0 points)</li> </ul>
<p>Preference will be given to those Applicant Organisations that can provide us with a higher level of confidence of delivery through having a lower percentage of caseworkers to recruit to deliver the Education Services at the relevant Procurement Area.</p>	<ul style="list-style-type: none"> <li>- The Applicant Organisations has to recruit less than 25% of the total number of caseworkers required to deliver the Education Services in the Procurement Area (5 points)</li> <li>- The Applicant Organisations has to recruit between 25% and 49% of the total number of caseworkers required to deliver the Education Services in the Procurement Area (3 points)</li> <li>- The Applicant Organisation has to recruit between 50% and 74% of the total number of caseworkers required to deliver the Education Services in the Procurement Area (2 points)</li> <li>- The Applicant Organisation has to recruit 75% or more of the total number of caseworkers required to deliver the Education Services in the Procurement Area (0 points)</li> </ul>

	<p>- Exceptional Circumstance apply NB. Applicants may select an 'Exceptional Circumstances' option for use where Applicants consider that none of the other options provided apply to their Applicant Organisation. Applicants to whom this is relevant should set out their Exceptional Circumstances and how they meet the relevant criterion. Applicants setting out Exceptional Circumstances will be scored according to how well they meet our criteria and may be awarded scores from 0 – 5.</p>
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## Annex C: Maps of Procurement Areas

### Low Volume Categories procurement areas East Midlands – Education ITT



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Geographical Information Systems, Legal Services Commission, April 2011



**Low Volume Categories procurement areas:  
South East - Actions Against the Police etc. ITT**



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