

Procurement Plan for Liverpool

Procurement Summary

1. Family Services

We intend to invite bids for **3,220** new matter starts (NMS) for the provision of face to face Family advice within the procurement area (PA) of Liverpool.

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. There is a significant demand for public law services across the PA, and as these clients may require access to the full range of Family advice we will advertise the tender under **Service Specification A**.

- Providers will be required to deliver the full range of Family services across both private and public Family law.
- Providers must tender for and undertake a **minimum of 100** Legal Help NMS per year
- Providers will need to have a permanent presence in the PA
- Providers will be required to open 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 proportion of the available NMS in Housing for providers wishing to deliver a combined Housing and Family service. There has previously been some demand for this service combination within the PA and we therefore intend to invite bids for **200** NMS.

Providers wishing to provide Housing as part of this service combination will be required to tender for and undertake a **minimum of 50** Legal Help Housing NMS each contract year.

3. Social Welfare Law (SWL) Services

We intend to invite bids for **11,070** NMS across the SWL categories of Housing, Debt and Welfare Benefits advice, **300** NMS in Community Care and **750** NMS in Employment. We will invite these bids under **Service Specification A**.

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 services either as 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 contract year.
- Providers will be required to undertake a minimum of **20** NMS in Community Care per contract year.
- Providers will be required to undertake a minimum of **30** NMS in Employment per contract 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.

In the categories of Debt, Housing and Welfare Benefits, the allocation of NMS is divided within the procurement area as follows:

PA	Debt	Housing	Welfare Benefits
Liverpool	2,500	2,300	6,270

4. Access

There are no potential access issues within Liverpool as the area is geographically small and there are good public transport links both across and into the city. 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 office within the PA.

However, we currently have a number of services that we would wish to see continue. The most notable of these is North Liverpool Community Justice Centre (CJC) where Family and SWL services have been delivered for some time. Providers wishing to tender to deliver services in this PA will need to be aware that we are considering using criteria that gives preference to providers who can offer advice services such as this.

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.

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6. Current Supply (September 08 – August 09)

Category	No. of Providers	NMS opened	Certificates issued
Family (public)	22	3,581	1,224
Family (private)	22		1,081
Debt	4	2,524	3
Housing	6	2,357	96
Welfare Benefits	10	7,896	1
Employment	1	654	0
Community Care	1	255	100

	Total providers	Current SWL Services: number of providers delivering combinations of categories						Current Family Services: number of providers delivering public/private	
		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	27	0	0	4	0	4	0	20	0
NFP	4	0	0	1	0	3	0	0	0