

**8 August 2011**

**Invitation for Expressions of Interest to deliver Immigration services in the Norfolk Access Point, Midlands and East of England Procurement Area**

As the Immigration Advisory Service (IAS) has entered into administration, the LSC is in the process of securing advice provision to meet ongoing demand for immigration advice.

We are considering how to put services in place for clients in this Access Point as soon as possible, and what further tendering activity will be necessary. We are now inviting Expressions of Interest (EOIs) from organisations who would be interested in delivering these services in this Access Point under a 2010 Standard Civil Contract.

The number of New Matter Starts available per schedule year will be the same as advertised in last year's tender process:

Immigration: 360

Asylum: 120

Any allocation of New Matter Starts for this schedule period will therefore be awarded on a pro rata basis to the end of the current schedule (30 November 2011).

The requirements and scope of the services to be delivered will remain the same as in last year's immigration tender process and you will have to meet them in order to deliver services in the area. Providers will need to have an Office in the Access Point and preference will be given to those organisations able to deliver the services through a Permanent Presence. The next steps of the process will be announced once any EOIs have been received.

To submit your Expression of Interest, please complete the form below and email it to us at [civiltenders@legalservices.gsi.gov.uk](mailto:civiltenders@legalservices.gsi.gov.uk) by **4pm on Monday 15 August 2011**.

The requirements can be found in the Information for Applicants (IFA) for Immigration services and in Annex A & B of the IFA from the recent tender process, which is available on our website at:

<http://www.legalservices.gov.uk/civil/tendering/immigration.asp>

The 2010 Standard Civil Contract Standard Terms and Specification will apply, details of which can be found on our website at:

<http://www.legalservices.gov.uk/civil/8758.asp>

A bespoke Contract for Signature and Schedule will be produced for organisations that are successful in this process.

**2010 Standard Civil Contract for publicly funded immigration services in the Norfolk Access Point of the Midlands and East of England Procurement Area**

**Expression of Interest**

*Please complete the following information to express interest in delivering these services.*

Name of Organisation \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

DX Number \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email Address \_\_\_\_\_

1. Please state, from within the available numbers of NMS published above, the volume of NMS in each category you would intend to deliver per schedule year:

Category	Number of NMS
Immigration	
Asylum	

2. Please confirm the presence arrangements through which you intend to deliver this service (delete as appropriate)                      Part-time Presence/Permanent Presence

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to [civiltenders@legalservices.gsi.gov.uk](mailto:civiltenders@legalservices.gsi.gov.uk) by **4pm on Monday 15 August 2011**

**If you require a Word version of this form please send a request to [civiltenders@legalservices.gsi.gov.uk](mailto:civiltenders@legalservices.gsi.gov.uk)**