

Procurement Plan for Sheffield

Procurement Summary

1. Family Law Services

We intend to invite bids for approximately **3,490** new matter starts (NMS) for the provision of face-to-face Family advice within the procurement area (PA) of Sheffield.

The area currently has good access to integrated family services and we anticipate that this will continue.

- We will therefore invite providers to bid under **Service Specification A** which will require providers to tender for 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 and **5** public law children 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 and 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.

There has previously been limited demand for this service combination in the PA and we therefore intend to invited bids for **100** Housing 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 cases per year.

3. Social Welfare Law Services

We intend to invite tenders for approximately **4,470** NMS across the core Social Welfare Law (SWL) categories of Housing, Debt and Welfare Benefits advice and an additional **100** NMS in Community Care and **330** 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 Debt, Housing and Welfare Benefits 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 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 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.

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
Sheffield	1,110	1,640	1,720

4. Access

There are no potential access issues within Sheffield as the area is geographically small and good public transport links are available across the whole of the PA. Therefore, no criteria will be used to select providers on the basis of their location within the area and providers will be required to have a permanent presence in the PA (other than those delivering Community Care and Employment – see above).

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 from that which is currently being delivered to enable an increase in access to services which moves closer to that suggested by the Model.

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 Offices	NMS opened	Certificates issued
Family (public)	15	3,243	1,402
Family (private)	16		1,102
Debt	5	1,236	2
Housing	4	1,932	79
Welfare Benefits	7	1,905	0
Employment	3	363	1
Community Care	2	73	4

		Current SWL Services						Current Family Services	
		Providers delivering 5 SWL cats	Providers delivering 4 SWL cats	Providers delivering 3 SWL cats	Providers delivering 2 SWL cats	Providers delivering 1 SWL cat	Providers delivering Housing & Family	Providers delivering 5+Public law certs	Providers delivering family private only
Total Solicitor Providers	17	1	0	0	1	1	1	10	1
Total NFP Providers	8	0	0	0	5	3	0	0	0