

Procurement Plan for Surrey

Procurement Summary

1. Family Services

We intend to invite bids for approximately **2,060 NMS** for the provision of face-to-face Family advice within the procurement area (PA) of Surrey. There is currently insufficient service provision in the PA, but there is wide variation in levels eligibility. It is unlikely that there would be significant levels of demand in both public and private law in any individual locations across the area. We will therefore invite tenders under **Service Specification B**.

- Providers will be able to tender to deliver either the full range of private Family work and / or public law children work.
- Providers will need to have a permanent presence in the PA.
- Where providers wish to undertake private family work they must tender for and undertake a minimum of **75** Legal Help cases per year.
- Where providers wish to undertake only public law children cases they must commit to undertake at least **5** certificated cases per year

2. Family and 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 been little demand for this combination in the procurement area and as a result we will set aside **100** Housing NMS to be delivered as part of this combination.

Providers wishing to deliver housing as part of this service combination will be required to tender for and undertake a minimum of **50** Housing NMS per schedule year.

3. Social Welfare Law Services

We intend to place tenders for **1,010** NMS across the core Social Welfare Law (SWL) categories of Housing, Debt and Welfare Benefits advice, **100** in Community Care and **100** in Employment.

There is currently insufficient SWL provision in this procurement area as a whole. Services are currently concentrated in Guildford and Woking and we will set criteria that encourage the development of services in other parts of the procurement area. We will therefore advertise for tenders under **Service Specification B**.

Housing Welfare Benefits and Debt will be tendered 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 **75** 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 B**, the requirement to employ an authorised litigator in Housing and Community Care will not be an essential criterion.

However, in the Service Specification B areas where a competitive process is necessary to decide between tenders, as part of the selection process we will prefer providers who can provide the best access to an authorised litigator. This might mean giving preference to those with an employed authorised litigator. We will also consider alternative arrangements but providers are advised that this may score lower in the ranking.

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
Surrey	200	470	340

4. Access

There are some potential access issues within Surrey as the area is geographically large and providers are currently mainly focused in Guildford and Woking.

In the development of selection criteria we are currently considering how we might prefer providers who can deliver especially SWL across the whole of Surrey whilst ensuring continued coverage in the two main towns. Providers will be required to have a permanent presence within the procurement area.

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 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 from that which is currently being delivered 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)	22	1,876	863
Family (private)	24		659
Debt	2	77	0
Housing	5	595	54
Welfare Benefits	3	339	0
Employment	1	25	0
Community Care	2	7	0

	Total providers	Current SWL Services: number of providers delivering combinations of categories					Housing & Family	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		5+Public law certs	Family private only
Solicitor	23	1	0	1	0	0	0	16	2
NFP	3	0	0	0	2	1	0	0	0