

# **Invitation to Tender to Deliver Publicly Funded Legal Services in Prison Establishments in Wales**

## **Tender Form**

## **August 2008**

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## **Section One: Guidance on completing the Tender Form**

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### **1.1 Introduction**

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We are pleased that you are considering submitting a tender to deliver face to face debt advice at one or more of the specified prison establishments in Wales.

This Tender Form reproduces the criteria set out in Section Two of the 'Invitation to tender to deliver publicly funded legal services' (IFA), which invited organisations to tender to deliver services.

We would encourage you to read the IFA and the information set out below before completing this Tender Form.

### **1.2 Information about the Tender Form**

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*Section Two* of this Tender Form contains the following tables:

1. Information about your organisation;
2. Checklist; and
3. Declaration.

*Section Three* of this Tender Form contains the tables setting out the Essential Criteria and Selection criteria relevant to this Invitation to tender, and the questions you must answer to demonstrate how you meet the criteria for each of the prison establishments you are tendering to deliver the advice at.

### **1.3 Considering the IFA in completing this form**

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In answering the questions in this Tender Form, please consider the details provided in the IFA, as it contains detailed information on the service we wish to procure and the criteria you must meet.

We would like to remind all organisations that wish to tender for this work that this is a competitive tender. As such you should consider carefully how the quality and breadth of information in your Tender Form demonstrates clearly your organisation's ability and expertise to meet the criteria set out in the IFA.

You should also familiarise yourself with the Conditions of Tender set out in Section Four of the IFA.

The space provided for answers is not reflective of the size of the response required. If there is insufficient space in the box, you should increase the size of the box, or may attach additional pages to which you must refer in your response. All pages must be numbered sequentially, including extra pages (e.g. page 1 of 6).

Please also number any appendices and documents submitted to support your application in the same way and mark them at the top with your organisation's name.

## **1.4 Returning the Tender Form**

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You will need to send in Section Two and Three of this Tender Form to provide us with details of your organisation.

**Please note that you must complete all the tables in both sections. If a question is not relevant to your organisation, please write 'Not applicable' rather than leave it blank.**

**All applications must be marked "Invitation to tender to deliver publicly funded legal services - Private & Confidential".**

**Please return applications to:**

**Tracy Scott  
Wales Policy Team  
Legal Services Commission  
4<sup>th</sup> Floor, Marland House  
Central Square  
Cardiff  
CF10 1PF**

**DX 33006 Cardiff 1**

## **1.5 Important note for current holders of the Unified Contract (Civil)**

As a holder of a Unified Contract (Civil) you are bound by the terms of that contract in making this tender (Clause 22).

Section Two: Information and Declaration Tables

**2.1 Information about your organisation**

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Name of organisation	
Constitution of the organisation (Partnership, LLP, Company or NfP etc)	
Name of representative	
Main contact address and postcode	
Contact telephone number	
Contact email address	
DX number	
Fax number	
Unified Contract (Civil) - Contract Number	
Unified Contract (Civil) - Office Schedule(s) Please list the numbers of all your Office schedules.	

## 2.2 Checklist

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Please complete and submit the box below to indicate the number of additional pages you may have submitted with each tender:

<i>If applicable, please indicate below the number of additional pages submitted with this Tender Form</i>

## 2.2 Declaration

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Please sign and submit the following declaration.

<i>I/we hereby apply to provide services in accordance with the Information for Applicants and this Tender Form. I/we certify that the information provided in this Tender Form is accurate to the best of my/our knowledge, information and belief. I/we understand that if I/we have not answered every question on this form, my/our application may be rejected; further, that any material inaccuracy or omission in the information that I/we have provided may lead to this Tender Form being treated as invalid and/or any contract offered or awarded being withdrawn or amended by the Commission. I/we understand that this Tender Form does not bind either the Commission or me/us to enter into a contract.</i>	
<u>Signed:</u>	<b>Date:</b>
<u>Name:</u>	<b>Status:</b>
<u>Signed:</u>	<b>Date:</b>
<u>Name:</u>	<b>Status:</b>
<i>This Tender Form must be signed for you by a person who can bind you to it. If the organisation is a partnership, a partner must sign. If it is a sole practitioner solicitor, the sole practitioner (principal) must sign. If it is a company, a director must sign. If it is an LLP, two LLP members must sign.</i>	

### Section Three: Tender

<b>Prisons and Number of Surgeries</b>	
Please indicate (by ticking the relevant box) which prisons you are tendering to provide the Service in and, in the associated column, indicate the maximum number of half day surgeries that you are able to provide in that prison in any given week.	
<b>Prison</b>	<b>Maximum Number of Surgeries per week</b>
<b>Cardiff</b> [ ]	
<b>Swansea</b> [ ]	
<b>Parc</b> [ ]	
<b>Usk / Prescoed</b> [ ]	
<b>Rota Weeks</b>	
Please indicate, by ticking the appropriate box, the number of rota weeks that you are tendering for.	
<b>1 week in every 4</b> [ ]	
<b>2 weeks in every 4</b> [ ]	
<b>3 weeks in every 4</b> [ ]	
<b>Every week</b> [ ]	

## Essential Criteria

We are not assessing your application against any others at this stage. If you cannot meet the requirements of essential criteria, your application will not be successful.

<p>1. Can you confirm that you are able to deliver the service as set out in the IFA and contract within 12 weeks of the contract being awarded and, in any event, by 31<sup>st</sup> January 2009 at the latest?</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>2. Can you confirm that you will have a Supervisor in place Supervisor who:</p> <ul style="list-style-type: none"> <li>(a) meets the requirements in specified in the SQM in the category of Debt;</li> <li>(b) has at least 3 years experience as a Debt Supervisor; and</li> <li>(c) who will supervise the work under the Service and be accessible for advisers to contact when they are providing the Service.</li> </ul>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>3. Can you confirm that you have not, on the written request of the LSC to repay money, must not have failed either to make proposals for repayment by any deadline set OR adhere to a repayment agreement.</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>4. Can you confirm that you are not prevented from applying to the LSC by the terms of any written notice of termination or in the absence of any written terms the organisation must not have received a notice to terminate any contract between it and the LSC in the last two years (1<sup>st</sup> August 2006 – 1<sup>st</sup> August 2008)</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>5. Please confirm that you either hold the SQM in the Debt Category of Law or that you have included with this tender the following documents:</p> <ul style="list-style-type: none"> <li>o QM1</li> <li>o SQM Self Assessment Checklist</li> <li>o Supervisor Self Declaration Form</li> <li>o Status Enquiry Forms (SIF and OSS)</li> <li>o Copy of Office Manual</li> </ul>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>
<p>5. If you currently hold a Unified Contract with the LSC – Can you confirm that you are not operating under a confirmed Peer Review rating at 4 or 5 in any Social Welfare Category of Law (i.e. Community Care, Debt, Employment, Housing and Welfare benefits) following conclusion of the Peer Review process.</p>	<p>YES <input type="checkbox"/></p>	<p>NO <input type="checkbox"/></p>

### 3.2 Selection Criteria

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The Selection Criteria will be evaluated in light of the information contained in your answers to the following and in respect of the number of prisons / surgeries that you have tendered for (see above).

**1. Please set out details of your experience in delivering legal advice services to clients detained in prisons or other similar places of detention:**

**2. Please explain your procedures for advisers to identify and deal with non-debt legal problems on housing, employment, community care, family, mental health and welfare benefits which a client may have. These procedures must include how clients will be effectively referred or how you will assist the client directly in these other Categories of Law (in compliance with any Unified Contract (Civil) if you hold one).**

**3. Do you hold LSC Specialist Quality Mark in any of the following Categories of Law:**

Housing	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employment	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Community care	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Family	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Mental health	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Welfare benefits	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**4. Please indicate which prison/s you are bidding for to provide the service in.**

HMP Cardiff	<input type="checkbox"/>
HMP Parc	<input type="checkbox"/>
HMP Swansea	<input type="checkbox"/>
HMP Usk/Prescoed	<input type="checkbox"/>

**5. Please indicate how many rota weeks you are applying for:**

**1 week in every 4 [ ]**

**2 weeks in every 4 [ ]**

**3 weeks in every 4 [ ]**

**Every week [ ]**