

Tender to deliver Immigration and Asylum Services in the City of Plymouth and the Kent Coast: Frequently Asked Questions

Question 1

Can a sole practitioner who is also a qualified supervisor meet the criteria, i.e. can a sole practitioner supervise themselves?

Answer 1

As a sole practitioner you are able to self supervise. The contract will set out the requirements for supervision which cover all organisations including those where there is only one person working in a category, so that person is supervisor and sole practitioner in the category. Section E.2.3 of the current Specialist Quality Mark Guidance sets out file review procedures for sole practitioners or sole caseworkers in a category which will continue to be relevant under the new contracts.

Question 2

We only commenced trading as a private practice recently. It is therefore very difficult to forecast income at this stage. Can you tell me how I should complete the Financial Information section?

Answer 2

As set out in the Applicant Information Form, if the Applicant Organisation has not yet commenced operating, it should provide forecasts for the next 3 years, assuming that a contract has been awarded. The financial information that you provide in respect of the PQQ will not be assessed, we therefore advise that you provide us with as much information as you can at this stage.

Question 3

We need clarity as to whether we qualify as having a permanent presence in the London and South East Procurement Area. This relates to the first question of the essential criteria.

If we do not satisfy the criteria, is it possible that we can set up an office in the Kent Access Point/London and South East Procurement Area by the 1st June 2011 to satisfy the essential criteria?

Answer 3

You will need a permanent presence in one of the Access Points within the London and South East Procurement Area to meet the essential criteria. Please refer to sections 6.21-23 of the IFA for further information.

You will satisfy this criterion if you have an office which is a permanent presence in the relevant area in place by 1 June 2011. However, we would also draw your attention to the essential criterion which in addition requires you to have an Office with at least a Part-time Presence (as defined at 2.51 and 2.52 of the standard civil contract specification) in the Kent Coast Access Point by the contract start date.

Question 4

The Kent Coast access point is a large area and it seems that certain locations in it will be more accessible to clients than others. Does the tender selection criteria differentiate between organisations proposing to offer services from different access points within the Kent Coast area?

Answer 4

There is no preference for providers based in particular locations within the Kent Access Point - all Selection Criteria are set out at Annex B to the IFA.

Question 5

In order to submit our tender do we need to apply for the SQM again or is our current SQM sufficient?

Answer 5

As set out at 5.3 of the IFA:

“Applicant Organisations will not need to apply for the SQM if they currently hold the Standard and wish to expand to deliver from an additional Office or an additional Category of Law.”

Question 6

There appears to be two areas marked as “SE F” on the map at Annex D of the IFA. Please could you confirm with of the two areas is the Kent Coast.

Answer 6

This is an error, there should only be one area marked up as “SE F”. The area that we are seeking to procure Immigration Services in, i.e. the Kent Coast, on the ‘London and South East’ map is the area referred to as “SE F” and which is shown as containing “Dover” and “Margate”.