

SENT BY EMAIL

31 March 2011

Dear Provider,

Availability of Debt, Housing and Welfare Benefits matter starts in Portsmouth

I am writing to inform you of the opportunity to deliver Debt, Housing and Welfare Benefits services in Portsmouth. As you may be aware we recently ran a tender exercise to let new Social Welfare Law (SWL) contracts with effect from 1 April 2011. However, unfortunately we were unable to let the advertised matter starts available in the categories of Debt, Housing and Welfare Benefits. We are therefore seeking to put in place emergency measures to ensure continued provision for clients.

Matter starts will be made available to any provider who holds an LSC 2010 Standard Civil Contract, or a Unified Contract (Civil) (Family or Family & Housing) and is based in Portsmouth, or any of the neighbouring Procurement Areas, i.e. Isle of Wight, Hampshire and Southampton. We expect interested providers to deliver Debt, Housing and Welfare Benefits services in Portsmouth until 30 November 2011. Between April and November we intend to run a tender to secure a longer term contract for the delivery of these services.

The basic requirements for providers wishing to deliver these services are:

- To deliver Debt, Housing and Welfare Benefits from at least a Part-time Presence in Portsmouth as per the definition set out in the 2010 Standard Civil Contract Specification (available from www.legalservices.gov.uk (CLS > Civil Contracts > 2010 Standard Civil Contract));
- To specify the earliest start date for the delivery of services in Portsmouth;
- Any new matter starts offered to providers will be for use in Portsmouth only;
- Providers must deliver matter starts in Portsmouth across all 3 categories available, i.e. Debt, Housing and Welfare Benefits, providers can deliver these services as a single entity, or as part of a consortium;
- Providers will be able to deliver these services either under tolerance or through a short-term schedule to run until 30 November 2011;

*Criminal
Defence Service*



*Community
Legal Service*



0845 345 4 345

www.communitylegaladvice.org.uk

- Providers must meet the supervision requirements specified in the Contract Specification.

If you would be interested in delivering Debt, Housing and Welfare Benefits services in Portsmouth as per the above terms please complete the enclosed form and return it to civiltenders@legalservices.gsi.gov.uk by 4pm on Wednesday 6 April 2011.

Until temporary services have been put in place, should you receive queries relating to clients seeking advice in Portsmouth please remember that you can refer them to the CLA Helpline (0845 345 4 345).

Yours sincerely,

A handwritten signature in black ink that reads "K Wood". The letters are cursive and somewhat stylized.

Kerry Wood
Head of Central Commissioning

Temporary provision of Debt, Housing and Welfare Benefits services in Portsmouth

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

Name of Organisation _____

Contact Name _____

Address _____

DX Number _____

Telephone No. _____

Email Address _____

If it differs from the above, please enter the address of the Office from which the services you are expressing an interest in will be delivered:

Address: _____

Postcode: _____

1. Please state the volume of matter starts in each category you would intend to deliver until 30 November 2011 (note, if you are expressing interest as part of a consortium, please only state the NMS your own organisation would deliver. Each consortium member needs to complete and return a separate form):

Category	Number of Matter Starts
Debt	
Housing	
Welfare Benefits	

2.a. Are you interested in delivering services as part of a consortium? YES/NO

2.b. If YES, please give the names of any consortium partners and the categories which they will deliver:

	Name	Categories Tendering For
Consortium Member		

1		
Consortium Member 2		
Consortium Member 3		

3. By what date would you be able to deliver these services from at least a Part-time Presence in Portsmouth?

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Signed _____ Date _____

Please return this form to civiltenders@legalservices.gsi.gov.uk by **4pm on Wednesday 6 April 2011**