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Tender

Procurement of Housing and Debt Services and HPCDS Services from Spring 2023

The Legal Aid Agency

F02: Contract notice

Notice identifier: 2023/S 000-003073

Procurement identifier (OCID): ocids-h6vhtk-03a1dc

Published 1 February 2023, 11:17am

Section I: Contracting authority

I.1) Name and addresses

The Legal Aid Agency

102 Petty France

West Minster

SW1H 9AJ

Email

civiltenders@justice.gov.uk

Country

United Kingdom

Region code

UKI32 - Westminster

Internet address(es)

Main address

<https://www.gov.uk/government/organisations/legal-aid-agency>

I.3) Communication

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.gov.uk/government/publications/civil-tender-activity-2023>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://legalaidsolution.co.uk/web/login.shtml>

Tenders or requests to participate must be submitted to the above-mentioned address

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

Other activity

Other Publically Funded Services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Procurement of Housing and Debt Services and HPCDS Services from Spring 2023

II.1.2) Main CPV code

- 79100000 - Legal services

II.1.3) Type of contract

Services

II.1.4) Short description

The Legal Aid Agency (“LAA”) has identified the need to increase access to legal aid Housing and Debt Services in specific Housing and Debt Procurement areas and for specific Housing Possession Court Duty Schemes (“HPCDS”). Accordingly, it is inviting Applicants to submit a Tender to deliver:

a) Housing and Debt services in:

- Kingston upon Thames & Richmond upon Thames
- Knowsley

b) The following HPCDS:

- Southampton
- Telford

Applicants may bid for Housing and Debt Contract Work and/or HPCDS Contract Work through this procurement process. They are not obliged to bid for both Housing and Debt and HPCDS, although they should note that to be eligible to bid for an HPCDS Contract organisations must hold, or successfully bid for as part of this procurement process, a 2018 Standard Civil Contract with authorisation in the Housing and Debt Categories of Law.

The Deadline for submitting Tenders is 5pm on 2 March 2023 (“Deadline”)

All Tenders must be completed and submitted using the eTendering system. This can be accessed either through a link on the tender pages of the LAA website or directly at www.legalaid.bravosolution.co.uk.

Late submissions will not be considered under any circumstances. It is the Applicant’s sole responsibility to ensure that the LAA receives its Tender before the Deadline.

For Housing and Debt The LAA is looking for Applicants who can start delivering Contract Work from 4 April 2023 where possible. But organisations unable to start on 4 April 2023 will be able to tender to start delivering work from a later date. Applicants will be required to state in their Tender when they can start delivering Contract Work from each Office from which they are bidding. Contracts will run until 31 August 2024 (subject to the LAA’s rights of early termination).

Each HPCDS will commence on 30 April 2023 (or the date on which Applicants bid to commence the delivery) and run until 31 October 2023 (subject to the LAA's rights of early termination).

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 79100000 - Legal services

II.2.3) Place of performance

NUTS codes

- UKD7 - Merseyside
- UKG21 - Telford and Wrekin
- UKI63 - Merton, Kingston upon Thames and Sutton
- UKJ32 - Southampton

Main site or place of performance

Kingston upon Thames & Richmond upon Thames, Knowsley, Southampton, Telford

II.2.4) Description of the procurement

The Legal Aid Agency ("LAA") has identified the need to increase access to legal aid Housing and Debt Services in specific Housing and Debt Procurement areas and for specific Housing Possession Court Duty Schemes ("HPCDS"). Accordingly, it is inviting Applicants to submit a Tender to deliver:

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II.2.5) Award criteria

Quality criterion - Name: Quality / Weighting: 100

Price - Weighting: 0

II.2.7) Duration of the contract, framework agreement or dynamic purchasing system

Start date

4 April 2023

End date

31 August 2024

This contract is subject to renewal

No

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

II.2.14) Additional information

Break down of Contract Values:

Southampton HPCDS - £9, 087

Telford HPCDS - £2,361

Housing and Debt is £25,001 for each Procurement Area

HPCDS Contract end date is 31 October 2023

Housing and Debt Contract end date is 31 August 2024

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Open procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.2) Time limit for receipt of tenders or requests to participate

Date

2 March 2023

Local time

5:00pm

IV.2.4) Languages in which tenders or requests to participate may be submitted

English, Walloon

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Tender must be valid until: 2 March 2023

IV.2.7) Conditions for opening of tenders

Date

2 March 2023

Local time

5:01pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

Legal Aid Agency

102 Petty France

London

SW1H 9AJ

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

Legal Aid Agency

102 Petty France

London

SW1H 9AJ

Country

United Kingdom