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Planning

Request for Information for Legal Services

Liverpool John Moores University

F01: Prior information notice

Prior information only

Notice identifier: 2021/S 000-007121

Procurement identifier (OCID): ocids-h6vhtk-02a342

Published 7 April 2021, 3:02pm

Section I: Contracting authority

I.1) Name and addresses

Liverpool John Moores University

Exchange Station, Tithebarn Street

Liverpool

L2 2QP

Email

purchaseorderqueries@ljmu.ac.uk

Country

United Kingdom

NUTS code

UKD - North West (England)

Internet address(es)

Main address

www.ljmu.ac.uk

I.3) Communication

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

<https://in-tendhost.co.uk/ljmu>

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Other type

Higher Education

I.5) Main activity

Education

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Request for Information for Legal Services

Reference number

PIN2101

II.1.2) Main CPV code

- 79100000 - Legal services

II.1.3) Type of contract

Services

II.1.4) Short description

LJMU has a small established in house legal function which consists of 6 solicitors (which includes the University Secretary) and a personal assistant ("Legal Team"). The Legal Team is managed on a day to day basis by the Head of Legal and Deputy General Counsel (who is a practising solicitor) with oversight from the University Secretary and General Counsel.

The Legal Team is instructed on a variety of topics which consist of the following:

1. Employment law (advice on HR casework processes (discipline, grievance etc), TUPE, whistleblowing, discrimination, trade union issues, redundancy, policy and contract reviews, Employment Tribunal claims, settlement agreements)
2. Commercial law (this includes research contracts, collaboration agreements, non disclosure agreements, SaaS, PaaS, apprenticeship contracts, licence agreements, assignments of intellectual property, franchise contracts, funding agreements, sub contractor agreements, general terms and conditions, marketing)
3. Litigation (consumer complaints, business to business complaints)
4. Property (drafting and negotiating sale, purchase and lease documentation, deeds of variation, filing requirements with Land Registry, reviewing title documents and advising on the same, including restrictive covenants, drafting and negotiating property licence agreements, advising on forfeiture of leases, planning law advice)
5. Student governance and regulatory advice
6. Data protection matters (in conjunction with the Data Protection Officer, including responses to data subject access requests and Freedom of Information Act requests).

At present the Legal Team are using a SharePoint site as a document management system which is currently being refined to add in some case management functionality.

The Legal Team are looking to test the market in terms of an innovative solution which would allow the Legal Team to focus on strategic high value high complexity matters by freeing up their time spent on routine low cost and low complexity matters. The proposed solution could include both AI and human resource or one or the other.

The Legal Team have a basic set of precedents and would like to work towards a playbook or knowledge management system to assist the Legal Team and their colleagues in other departments.

The overall objective of the proposed solution is that it would deliver faster turnaround

times for routine legal workflows, improve self-service capabilities for colleagues both inside and outside of the Legal Team, and enhance data management capabilities.

We are looking to create a framework of Legal Providers who can assist with our workload. Therefore are inviting companies to complete a Request for Information to enable us to perform market research prior to embarking on a tender exercise

II.1.5) Estimated total value

Value excluding VAT: £250,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UKD - North West (England)

Main site or place of performance

Liverpool

II.2.4) Description of the procurement

Legal Service assistance to compliment the LJMU Team

II.2.14) Additional information

Any queries please submit via Correspondence on In-tend

II.3) Estimated date of publication of contract notice

31 July 2021

Section IV. Procedure

IV.1) Description

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

The procurement is covered by the Government Procurement Agreement: No