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Tender

Additional Procurement of the Standard Civil Contract 2024 including Housing Loss Prevention Advice Service (HLPAS) from 1 September 2024

The Legal Aid Agency

F02: Contract notice

Notice identifier: 2024/S 000-021259

Procurement identifier (OCID): ocds-h6vhtk-047c9e

Published 11 July 2024, 1:21pm

Section I: Contracting authority

I.1) Name and addresses

The Legal Aid Agency

102 Petty France

Westminster

SW1H 9AJ

Email

civiltenders@justice.gov.uk

Telephone

+44 7735542736

Country

United Kingdom

Region code

UKI32 - Westminster

Internet address(es)

Main address

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

Buyer's 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/organisations/legal-aid-agency>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://legaid.bravosolution.co.uk/>

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 public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Additional Procurement of the Standard Civil Contract 2024 including Housing Loss Prevention Advice Service (HLPAS) from 1 September 2024

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”) is inviting Tenders to deliver the publicly funded civil legal aid services from 1 September 2024 under the 2024 Standard Civil Contract (“2024 Contract”).

The Tender Deadline is 17:00 on 25 July 2024. Due to the urgent need for contracts to be in place to allow services to commence, the timescale from launch to the deadline for submission of tenders has been set at 14 days.

Late submissions will not be considered under any circumstances.

It is the Applicant’s sole responsibility to ensure that it submits a Complete Tender before the Tender Deadline.

It is the Applicant’s sole responsibility to ensure its Tender has been correctly completed to fully and properly represent its tender for the 2024 Contract.

Organisations that meet the Tender Requirements to hold a 2024 Contract and successfully Tender will be awarded a 2024 Contract.

There is no limit to the number of 2024 Contracts that may be awarded under this process, however, the LAA will award a single Schedule to deliver each of the Housing Loss Prevention Advice Service (“HLPAS”) Areas.

The 2 areas included in HLPAS procurement opportunity will be the following areas only:

- Barnstaple, Torquay & Newton Abbot
- Boston, Lincoln

Organisations do not need to submit a response to this procurement process where they:

- have been notified of a successful outcome of their 2024 Standard Civil Contract Tender in Housing and Debt and Welfare Benefits through the eTendering message board; and
- are not seeking to deliver Contract Work in Housing and Debt and Welfare Benefits from additional offices/Procurement Areas; and/or
- do not wish to deliver HLPAS in Barnstaple, Torquay, Newton Abbot, or Boston, Lincoln.

All organisations that meet the minimum contract requirements can tender to deliver services under a 2024 contract. You do not need to be a current legal aid provider to tender for this opportunity.

All organisations that successfully tender will be awarded a 2024 contract and there is no limit to the number of 2024 contracts that may be awarded under this process.

Before submitting a Tender Applicants must review the following documents which set out the complete rules of the 2024 procurement process and should be read in the following order:

- SQ ITT FURTHER;
- Award ITT FURTHER;
- Category-Specific Information;
- HLPAS ITT FURTHER (if you wish to tender for HLPAS Contract Work in the 2 areas included in this procurement process);
- HLPAS-Specific Information Document (if you wish to tender for HLPAS Contract Work in the 2 areas included in this procurement process);
- 2024 Contract;
- Procurement process for 2024 Standard Civil Contract from September 2024-Frequently Asked Questions (FAQ); and

- Additional Procurement: 2024 Standard Civil Contract – Frequently Asked Questions (FAQ)

All Tenders must be completed and submitted using the eTendering system, accessed through:

<https://www.gov.uk/government/publications/civil-2024-contract-procurement-process>

or

<https://legaid.bravosolution.co.uk>

Late submissions will not be considered under any circumstances.

It is the Applicant's sole responsibility to ensure it submits a Complete Tender before the Tender Deadline and ensure its Tender has been correctly completed to fully and properly represent its tender for the 2024 Contract.

II.1.6) Information about lots

This contract is divided into lots: Yes

Tenders may be submitted for all lots

II.2) Description

II.2.1) Title

Barnstaple, Torquay & Newton Abbott

Lot No

1 - Barnstaple, Torquay & Newton Abbott

II.2.2) Additional CPV code(s)

- 79100000 - Legal services

II.2.3) Place of performance

NUTS codes

- UKK4 - Devon

Main site or place of performance

Barnstaple Magistrates', County and Family Court & Torquay and Newton Abbot County and Family Court

II.2.4) Description of the procurement

Barnstaple, Torquay & Newton Abbott HLPAS Contract Work

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

12

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) Description

II.2.1) Title

Boston, Lincoln

Lot No

2 - Boston, Lincoln

II.2.2) Additional CPV code(s)

- 79100000 - Legal services

II.2.3) Place of performance

NUTS codes

- UKF30 - Lincolnshire

Main site or place of performance

Boston County Court and Family Court and Lincoln County and Family Court

II.2.4) Description of the procurement

Boston, Lincoln HLPAS Contract Work

II.2.5) Award criteria

Price is not the only award criterion and all criteria are stated only in the procurement documents

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

Duration in months

12

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

Price will not be assessed as part of this procurement

Section III. Legal, economic, financial and technical information

III.2) Conditions related to the contract

III.2.3) Information about staff responsible for the performance of the contract

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

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

25 July 2024

Local time

5:00pm

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

English, Walloon

IV.2.7) Conditions for opening of tenders

Date

25 July 2024

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

LAA

102 Petty France

London

SW1H 9AJ

Country

United Kingdom

VI.4.2) Body responsible for mediation procedures

CEDR

70 Fleet Street

London

Email

civiltenders@justice.gov.uk

Country

United Kingdom

VI.4.4) Service from which information about the review procedure may be obtained

Legal Aid Agency

102 Petty France

London

SW1H 9AJ

Email

civiltenders@justice.gov.uk

Country

United Kingdom