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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](mailto: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://legalaidsolution.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

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## **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://legalaaid.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

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**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

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## **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

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## **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](mailto: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](mailto:civiltenders@justice.gov.uk)

Country

United Kingdom