

NEPO513 - Regional Legal Services Framework (P-006231/C-011462)

ITT Schedule 7b – LOT 2 to 12 – Specialist Requirements - Tender Response Form

Your responses on this form will be used to assess your tender against the scoring criteria set out in the Evaluation section of the ITT Part 2 - Summary instructions and details of Contract document.

All questions should be individually answered and be on no more than the word limit identified for each question, using a minimum of Arial font, point 12, no attachments.

Strength of proposals to comply with the Specialist Requirement Lots (Lot 2 to Lot 12) detailed in the Specification (ITT Schedule 1) – evaluation will be made on the proposals set out in this Tender Response Form – ITT Schedule 7b submitted in response to the Specification - ITT Schedule 1.

Tenderers will need to meet a minimum passing score of 40 out of 100 for each question

Failure to obtain a minimum score equal to or higher than 40 out of 100 for each question, will disqualify the Tenderer's whole tender submission.

All questions in this Tender Response Form have an individual word limit. Responses must not be more than the prescribed word limited, any information provided over and above this limit will not be considered by the Evaluation Panel in the evaluation process. Responses must be provided using a minimum of Arial font, point 12, with no attachments.

The scoring rationale behind the evaluation criteria is in accordance with the graduated approach set out in the following table.

Score	Classification
100	Exceptional response in all areas
90	Exceptional response with some minor shortcomings, or very good response with some exceptional elements
80	Very good response in all areas
70	Very good response with some minor shortcomings, or good response with very good elements
60	Good response in all areas
50	Good response with some minor shortcomings, or acceptable response with good elements
40	Acceptable response in all areas
30	Poor response with some acceptable elements
20	Poor response in all areas
10	Very poor response that is significantly below expectations in all areas
0	No response, or inappropriate response in all areas

NB: Please indicate which Lots you wish to bid for in the table below and thus which Lots this Tender Response Form relates to. Please delete 'yes' or 'no' as appropriate in the table below.

Please state which areas you wish to deliver services to by answering 'Yes' or 'No' in the Tyne and Wear, Durham, Tees Valley or National box for each Lot.

Lot Description	Do you wish to apply for this Lot? Please State 'Yes' or 'No'	Tyne and Wear Please State 'Yes' or 'No'	Durham Please State 'Yes' or 'No'	Tees Valley Please State 'Yes' or 'No'	National Please State 'Yes' or 'No'
Lot 2 – Specialist requirements – Conveyancing					
Lot 3 – Specialist Requirement – Housing					
Lot 4 – Specialist Requirement – Family					
Lot 5 – Specialist Requirement – Education					
Lot 6 – Specialist Requirement – Prosecutions					
Lot 7 – Specialist Requirement – Licensing					
Lot 8 – Specialist Requirement – Litigation					
Lot 9 – Specialist Requirement – Insolvency					
Lot 10 – Specialist Requirement – Debt Recovery					
Lot 11 – Specialist Requirement – Highways					
Lot 12 – Specialist Requirement – Employment					

Please complete the questions below, referring to the requirements set out in ITT Schedule 1 Specification. Your responses should be relevant to the Lot that you are applying for.

1.	<p>Mandatory Requirement</p> <p>Providers must be able to meet the minimum requirements for the Lot(s) they apply for. Tenderers must complete the Service Requirements Sheet ITT Schedule 7c – Service Requirements (Tab 2 – Specialist Requirements). For each Lot you wish to apply for you should indicate in the sheet which requirements you are able to deliver.</p> <p>This question will be evaluated on a Pass/Fail basis for individual Lots.</p> <p>NB: To Pass this question Providers must complete ITT Schedule 7c – Service Requirements and meet the minimum requirements described in this sheet and within Specification (ITT Schedule 1) for any Lot this application applicable to.</p>

2.	<p>Mandatory Requirement</p> <p>Providers must be accredited by the relevant professional body relevant to the delivery of these services (Solicitors Regulation Authority SRA or Bar Standards Board).</p> <p>This question will be evaluated on a Pass/Fail basis.</p> <p>NB: To Pass this question suppliers must indicate below that they hold the relevant accreditations.</p>

Please note that should you fail to Pass the Mandatory Requirements above, your response may be deemed a non-compliant bid and may not be evaluated further.

3.	<p>Service Delivery</p> <p>In no more than 2000 words with no attachments, please provide details to demonstrate how your organisation operates practice and how resources are allocated to various projects/requirements.</p> <p>Your response should include:</p> <ul style="list-style-type: none"> • experience and qualification of staff who will be available to deliver Services under this Framework Agreement (the Contract), and • How the staff will be allocated to meet the demands of various project/requirements <p>This Question carries a 60% Weighting of the overall Quality Score</p> <p>NB: To pass this question you must score a minimum score of 40 out of 100.</p>

4.	<p>Service Experience Quality</p> <p>In no more than 2000 words with no attachments, please provide details to demonstrate what experience your organisation’s has in relation to the specific Lot you are applying for and how this experience can be beneficial to the delivery of this Framework to ensure high quality services.</p> <p>Your response should include:</p> <ul style="list-style-type: none"> • Key examples of relevant projects you have worked on in the last 36 months and details of any pertinent experience gained in these projects that will be beneficial to the delivery of this Framework <p>This Question carries a 40% Weighting of the overall Quality Score</p> <p>NB: To pass this question you must score a minimum score of 40 out of 100.</p>