**15 December 2016**

**Invitation to submit an Expression of Interest for Supplementary Matter Starts for Miscellaneous Work to deliver Legal Help relating to trafficking and modern day slavery compensation claims**

The Legal Aid Agency (“LAA”) wishes to increase access to legal aid for compensation claims for victims of human trafficking and modern slavery, under paragraphs 32(2) and (3) and 32A (2) and (3) of Part 1 of Schedule 1 of LASPO.

The LAA is inviting Expressions of Interest from organisations which currently hold a 2013, 2014, 2015 or 2016 Standard Civil Contract (“Contract”) and are interested in delivering a fixed number of 10 Supplementary Matter Starts to be used specifically for providing Legal Help in relation to such compensation claims (the “Services”). The Supplementary Matter Starts will be allocated to successful organisations via an amendment to the Contract.

Organisations must be existing Contract holders to respond to this opportunity.

**Matter Starts Available**

All successful organisations will receive 10 Supplementary Matter Startsfor Miscellaneous Work per year. Supplementary Matter Starts awarded under this process can only be used to provide the Services falling within scope of paragraphs 32(2) and (3) and 32A (2) and (3) to Part 1 of Schedule 1 of LASPO. The number of Supplementary Matter Starts awarded under this process may be increased where demand for Services exceeds the initial allocation. Any additional allocation will be based on verified usage of the Supplementary Matter Starts already allocated under this process.

**Requirements**

The current contractual requirements and criteria which must be met when carrying out Contract Work must also be met when carrying out the Services. These can be found in the relevant Information for Applicants document which was published at the time that the LAA procured the relevant Contract. The Contracts’ Standard Terms and Specification documents will apply and details can be found on the LAA’s Contracts page on the Gov.uk website <https://www.gov.uk/government/publications/civil-tenders>.

Organisations should review the current requirements and detail their proposal for delivering the Services in the relevant sections of the form below. The next steps of the process will be announced once responses to this invitation have been received.

To submit your Expression of Interest, please complete the form below and email it to [civil.contracts@legalaid.gsi.gov.uk](mailto:civil.contracts@legalaid.gsi.gov.uk) by **12 noon on 12th January 2017.**

**Expression of Interest to deliver legal aid Supplementary Matter Starts for Miscellaneous Work**

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| **1) Organisation contact details and main office**  Name of organisation:  Address:  Postcode:  Email address:  Telephone number:  LAA lead account number: |
| **2) Office(s) delivering the Supplementary Matter Starts for Miscellaneous Work for Legal Help relating to trafficking and modern day slavery compensations claims.**  *If it differs from the above, please enter the address of the premises from which work would be delivered:*  Address of office/arrangement:  Postcode: |

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| ***6) Key Personnel***  *Please enter the following information for the Key Personnel who is submitting this Expression of Interest on behalf of the organisation:*  Name:  Position:  Date: |

Please return this form to [civil.contracts@legalaid.gsi.gov.uk](mailto:civil.contracts@legalaid.gsi.gov.uk) by **12 noon on 12th January 2017**