**9 March 2017**

**Invitation to submit an Expression of Interest for Supplementary Matter Starts for the Immigration & Asylum Category of Law to deliver Legal Help in the London and/or Mid, South West & Coastal Kent Access Points**

The Legal Aid Agency (“LAA”) wishes to increase access to legal aid in the Immigration & Asylum Category of Law in the following Access Points:

* London; and
* Mid, South West and Coastal Kent.

This is to specifically address demand for Immigration & Asylum Legal Help (“Services”) in these Access Points which has arisen from a) asylum seekers being transferred from other areas of the UK to London by National Asylum Seeker Support (NASS) and b) an increase in Unaccompanied Asylum Seeking Children (UASC) following the closure of the camp at Calais.

The LAA is inviting Expressions of Interest from organisations which currently hold a 2013 Standard Civil Contract (“Contract”) with Schedule Authorisation in the Immigration & Asylum Category of Law to deliver Supplementary Matter Starts to be used specifically for providing advice in these circumstances.

**Supplementary Matter Starts available**

There is no fixed limit to the number of Supplementary Matter Starts the LAA may award through this process.

Organisations that are interested in delivering Supplementary Matter Starts must provide:

* the number of Supplementary Matter Starts they anticipate being able to deliver at each Office; and
* an outline plan that identifies how they will be able to deliver this volume of Services to clients at the relevant office.

Supplementary Matter Starts awarded shall be based on the responses provided by organisations to this process (as contained in the completed version of the form below). Supplementary Matter Starts awarded through this process will be added to the organisation’s 2017/18 Contract Schedule allocation.

**Requirements**

Organisations must be existing providers of Immigration & Asylum Services under the Contract to respond to this opportunity.

Any Office from which an organisation wishes to deliver Supplementary Matter Starts awarded through this process must be currently authorised to deliver Immigration & Asylum Services under the Contract. This is not an opportunity to deliver Immigration & Asylum Services from new or additional Offices.

The current contractual requirements and criteria to be met for delivery of Immigration & Asylum services can be found in the “*Family, Housing and Debt, Immigration & Asylum - Information for Applicants*” document which is available on the [Face-to-Face Tenders for 2013 Contracts](http://webarchive.nationalarchives.gov.uk/20140528080344/http:/www.justice.gov.uk/legal-aid/contracts-and-tenders/tenders/face-to-face-tenders-for-2013-contracts) page on the National Archives website, under the ‘Mainstream ITT Documents’ sub-heading. The Contract’s Standard Terms and Specification documents will apply and details can be found on the [2013 Standard Civil Contract](https://www.gov.uk/government/publications/standard-civil-contract-2013) page on the Gov.uk website.

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 23rd March 2017.**

**Expression of Interest to deliver legal aid Supplementary Matter Starts for Immigration & Asylum Services in the London and / or Mid, South West and Coastal Kent Access Point**

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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) and Supplementary Matter Starts for Immigration & Asylum Services for UASC and/or asylum seekers transferring to London from other parts of the UK**  *Please give details below of your Office(s) in the relevant Access Point from which you are applying to deliver Supplementary Matter Starts as part of this process. For each Office please also give the number of Immigration & Asylum Matter Starts you anticipate being able to deliver between 1 April 2017 and 1 March 2018 in addition to your current allocation.*  *If you are applying to deliver Supplementary Matter Starts from more than one Office in either Access Point, please provide details on a separate sheet.*  2.1 London Access Point  2.1.a) If applicable, please enter the address of your Office in the London Access Point from which you are applying to deliver Supplementary Matter Starts:  Address of Office:  Postcode:  Office Account Number:  2.1.b) Please enter the number of Supplementary Matter Starts you are applying to deliver from this Office:  2.2 Mid, South West & Coastal Kent Access Point  2.2.a) If applicable, please enter the address of your Office in the Mid, South West & Coastal Kent Access Point from which you are applying to deliver Supplementary Matter Starts:  Address of Office:  Postcode:  Office Account Number:  2.2.b) Please enter the number of Supplementary Matter Starts you are applying to deliver from this Office: |
| **3) Delivery plan**  3.1 Please outline below your capacity to deliver the volume of Supplementary Matter Starts applied for. Where you are applying for Supplementary Matter Starts from more than one Office, your response should include detail specific to each Office. In your response, please include:  - whether you can deliver and supervise the additional work applied for within your current staffing arrangements. If you need to recruit, please outline when you expect to have additional staff in post to deliver the Supplementary Matter Starts applied for; and  - how you intend to allocate the Supplementary Matter Starts you are applying for between your staff, taking account of existing caseloads and your current Immigration & Asylum Matter Start allocation:    3.2 Please outline below how you anticipate asylum seekers being transferred from other areas of the UK to London by NASS and / or UASC will access your services, including any referral links you currently have in place: |
| **5) 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 23rd March 2017.**