**16 November 2017**

**Invitation to submit an Expression of Interest to deliver the Milton Keynes Housing Possession Court Duty Scheme**

The Legal Aid Agency (“LAA”) has identified an issue with access to legal aid Housing Possession Court Duty Scheme (HPCDS) Services covering the Milton Keynes HPCDS and is now considering options for securing coverage to ensure access for clients as quickly as possible. The Milton Keynes HPCDS is delivered at Milton Keynes County Court and Family Court.

The LAA is therefore inviting expressions of interest from organisations currently holding a 2013 Standard Civil Contract (“Contract”) with schedule authorisation in Housing & Debt that would be interested in delivering the Milton Keynes HPCDS through an additional exclusive schedule to their existing Contract until new HPCDS contracts start on 1 October 2018. Organisations must be existing Contract holders but do not need to be existing HPCDS providers to respond to this opportunity.

The LAA intends to award the exclusive schedule for the Milton Keynes HPCDS to a single provider.

The LAA will give preference to organisations that currently hold an LAA HPCDS exclusive schedule at the office from which they intend to deliver the Milton Keynes HPCDS.

**Matter Starts Available**

The 12 month Matter Start allocation of the Milton Keynes HPCDS is set out below. This would be pro-rated for the length of the Exclusive Schedule awarded – likely to be 9 months in total.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Courts covered by scheme** | **Housing & Debt procurement area** | **Allocated acts of assistance** | **10% buffer** | **Maximum permitted** |
| Milton Keynes | Buckinghamshire | 348 | 35 | 383 |

**Requirements**

This work must be undertaken in accordance with the 2013 Standard Civil Contract Standard Terms and Section 10 of the Specification: <https://www.gov.uk/government/publications/standard-civil-contract-2013>

In addition to the requirement to hold a 2013 Standard Civil Contract with authorisation to carry out work in the Housing and Debt Categories of Law, you will also be required to:

* deliver advice under the scheme from the first court session listed on or after 5 January 2018
* undertake to liaise with the relevant court to ensure that the service is in place and ready to commence from 5 January 2018
* cover all sessions that the court lists and provide services to any client who requests to see an adviser.
* staff the scheme with experienced housing advisers who, in the course of their work, conduct a minimum of 12 hours of housing casework per week.

Organisations should review the current requirements and detail their proposal for delivering the Milton Keynes HPCDS in the relevant sections of the form below.

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 **Thursday 30 November 2017.**

**Expression of Interest to deliver the Milton Keynes HPCDS**

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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 delivering the HPCDS**  *If it differs from the above, please enter the address of the premises from which the Milton Keynes HPCDS would be delivered:*  Address of office:  Postcode:  If you deliver any other HPCDS from this office, please give details below: |
| **3) Delivery Plan**  With reference to the HPCDS requirements detailed above please set out your plan for delivery of the services. |
| **4) 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 **30 November 2017**