

**Tender Submission Document**

**(Part C)**

**for the Provision of**

**LS0039 - Legal Services**

**To be supplied to**

**Lawyers in Local Government**

**Closing date for submission of tender:**

**2nd May 2017 12 noon**

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| --- |
| **THIS DOCUMENT IS TO BE COMPLETED BY THE TENDERER AND SUBMITTED TO WILTSHIRE COUNCIL** |

|  |  |
| --- | --- |
| Tender for: | LS0039 - Legal Services  |
| Revision | V1 |
| Release Date | 4th April 2017 |
| Issuer | Genna A’court |
| OJEU Number: | TBC |
| Tender return date and time (the “Deadline”) | 2nd May 2017 12 noon |

**IMPORTANT NOTE:**

This is Part C for completion by the tenderer in accordance with the instructions given in Instructions for tenderers Part A.

Only responses submitted through “supplyingthesouthwest.org.uk” for this contract opportunity will be accepted. No postal, email or hand delivered tenders will be accepted. For more information please read this information to tenderers.

All tenderers must also complete a Selection Questionnaire (Part B) as part of the tender process.

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Whilst care and attention has been exercised in the preparation of this document, it remains subject to contract and all warranties whether express or implied by statute, law or otherwise are hereby disclaimed and excluded.

These limitations are not intended to restrict continuing business discussions between the Participating Authorities and Suppliers.

Any proposal received by Suppliers is subject to contract with the Participating Authorities.

# Instructions

You must respond to all of the questions in this document in accordance with the Invitation to Tender (Part A), ensuring that the numbering and order remains the same. You should ensure your answers are as clear and concise as possible limiting each answer to no more than 500 words.

# Company details

|  |  |
| --- | --- |
| **Information required** | **Response** |
| Registered name of the company with which it is proposed that the Participating Authorities enter a contractual relationship in relation to the Services |   |
| Registered company address |   |
| Registered number |   |
| Contact name for enquiries related to your Tender |   |
| Company position of contact[s] |   |
| Email address of contact[s] |   |
| Landline telephone number of contact[s] |   |
| Mobile telephone number of contact[s] |   |

# Lot Details

Please indicate which Lots you wish to bid for by marking with an ‘X’

|  |  |
| --- | --- |
| Planning  |  |
| Property  |  |
| Employment |  |
| Commercial  |  |
| Civil and Criminal Litigation |  |
| Adult Services |  |
| Childcare Services |  |
| General Local Government Matters  |  |
| Monitoring Officer Support |  |

# quality questions (Part C1)

# Please answer the questions in the table below, maximum 500 words per question

|  |  |
| --- | --- |
| 1 | Please explain the resources that you will commit to the performance of this Contract, including details of these resources and where they will be based. |
|  |  |
| 2 | Please describe how you would provide the Services to the Participating Authorities including how you propose structuring and managing the provision of the Services.  |
|  |  |
| 3 | Please list members of staff, their qualifications and area of expertise offered as part of this Contract (please attach a CV for each staff member listed). |
|  |  |
| 4 | Please explain how you would prioritise dealing with work through this Contract alongside your internal work and work for other clients. |
|  |  |
| 5 | Please give details of any wider benefits being offered to the Participating Authorities without additional charge, for example:training opportunities;secondment opportunities;telephone helpline (off the clock);access to library resources. |
|  |  |
| 6 | What proposals do you have for monitoring cases of which you have conduct providing progress reports to client officers and itemising time spent for billing purposes? |
|  |  |
| 7 | How do you propose to deal with casework including where attendance at Court or at meetings is required or where you are required to deal with matters of urgency? |
|  |  |
| 8 | Please provide a statement of commitment to convince the Participating Authorities of your reliability to perform the Contract. |
|  |  |

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# Pricing Schedule (Part C2)

# For each Lot you are bidding for, please provide an hourly rate for each of the following levels of fee earner (or equivalent) being offered as part of this Tender:

# Partner

# Associate Solicitor

# Senior Solicitor

# Solicitor

# Trainee/Paralegal

# The hourly rates should be supplier exclusive of VAT

|  |  |  |
| --- | --- | --- |
| Lot | Fee Earner | Hourly rate |
| 1. Planning | PartnerAssociate SolicitorSenior SolicitorSolicitorTrainee/Paralegal |  |
| 2. Property | PartnerAssociate SolicitorSenior SolicitorSolicitorTrainee/Paralegal |  |
| 3. Employment | PartnerAssociate SolicitorSenior SolicitorSolicitorTrainee/Paralegal |  |
| 4. Commercial | PartnerAssociate SolicitorSenior SolicitorSolicitorTrainee/Paralegal |  |
| 5. Civil and Criminal Litigation  | PartnerAssociate SolicitorSenior SolicitorSolicitorTrainee/Paralegal |  |
| 6. Adult Services | PartnerAssociate SolicitorSenior SolicitorSolicitorTrainee/Paralegal |  |
| 7. Childcare Services | PartnerAssociate SolicitorSenior SolicitorSolicitorTrainee/Paralegal |  |
| 8. General Local Government Matters | PartnerAssociate SolicitorSenior SolicitorSolicitorTrainee/Paralegal |  |
| 9. Monitoring Officer Support | PartnerAssociate SolicitorSenior SolicitorSolicitorTrainee/Paralegal |  |