

## Procurement Questionnaire

1. For the 2015/2016 financial year Southwark Council instructed circa. 550 matters. We are projected to instruct a similar number of matters this year (breakdown YTD provided below). Please provide information on how your property team and firm are structured in order to meet our volume of legal work? Please consider how your firm will handle matters that become litigious.
  - a. Right to Buy - 340
  - b. Deed of Rectification - 13
  - c. Alterations – 35
  - d. Enfranchisement - 24
  - e. Lease extensions - 18
  - f. Ad-Hoc Disposals – 18
  - g. Home Purchase Grant and Social Home Buy – 21
  - h. Other - 4

Please respond in no more than 1000 words.

2. If capacity is an issue, what number of instructions would you be able to receive, and is there a limitation for a particular category of work?

Please respond in no more than 1000 words.

3. Would you tender for the residential conveyancing contract if we were to tender all work noted in question 1 as a single contract. Would you be more interested if we were to procure two or more service providers for the contract? If so, what do you consider is the most appropriate split to allow the Council to receive the most effective service?

Please respond in no more than 1000 words

4. Please advise whether you have previously been, or are currently, instructed by a local authority or housing association. In addition please provide the following details:
  - a. How many local authorities and/or housing associations are you currently instructed by?
  - b. How many years have you acted for the local authority or housing association?

Please respond in no more than 1000 words