

**Attachment 2b – Lot 1 Certificate of Technical and Professional Ability (COTPA 3)  
RM6360 – Legal Panel for Government**

### **Instructions**

To demonstrate your experience in delivering services within the scope of the requirement, you must provide evidence of relevant services as outlined in **Section A** of the Certificate of Technical and Professional Ability (COTPA). This evidence must then be validated by a customer in **Section B**.

**COTPA 3** requires you to provide evidence of expertise in **one (1)** of the following groups of Mandatory Specialisms:

* **Group 1**
  + Planning Law, and Real Estate and Real Estate Finance

Please note that the ‘Real Estate Finance’ component is not mandatory. Therefore, you may select a contract that covers the Planning Law and Real Estate elements for the purposes of this COTPA. However, this does not alter the overall requirement outlined in Attachment 1a Framework Schedule 1 (Specification).

* **Group 2**
  + Employment Law

You must also meet the additional criteria detailed in **Section A**.

### **Submission Instructions**

Once completed, submit COTPA 3 for Lot 1 by uploading it to **question 1.26.5** within the **online Selection Questionnaire (Qualification Envelope).**

### **Submission Requirements**

* Only completed forms will be accepted; attachments will not be considered.
* Customer contacts must not have been employed by your organisation within the last three years.
* Digital signatures are accepted if physical signatures are impractical.
* A single customer COTPA can be used across multiple Lots but must be signed separately.
* If you are depending on the capabilities of other entities, such as a Key Subcontractor, to demonstrate your technical and professional ability to meet the requirements of this COTPA, it is essential that they are included in your bid. Please ensure that you complete either Attachment 4a - Information and Declarations: Consortium or Attachment 4b - Information and Declarations: Key Subcontractors/Guarantors for each respective entity.

**Mandatory Requirements**

For **Lot 1**, you are required to submit **four (4)** Certificates of Technical and Professional Ability (COTPA 1, COTPA 2, COTPA 3, COTPA 4) to demonstrate your expertise in delivering the Mandatory Specialisms outlined in Attachment 1a Framework Schedule 1 (Specification).

This COTPA 3 must evidence a contract that you have delivered within three (3) years of the publication date of the Contract Notice 19/02/25 **or** if incomplete, it has been active for at least twelve (12) months. If the contract is ongoing you must be delivering the Mandatory Specialisms. You cannot use a contract where you have not yet started to deliver the Mandatory Specialisms.

The contract must meet the following requirements and you must select Yes to these requirements within Section A:

* The contract is for a public sector client.
* Examples of call-off contracts awarded under framework contracts will be considered valid, but framework contracts themselves will not be valid.
* The contract includes legal risk assessment & management, including public law specific risks and (if relevant) reputational issues, and the presentation of appropriate public sector risk-based advice.
* You took a proactive role in the development of strategy, project management and delivery of the relevant assignment.
* The contract deploys a blended legal team, including a mix of PQEs for efficient delivery.
* If you choose a specialism from Group 1, you must provide a contract with a value or value at risk exceeding £20 million **or** select N/A in Section A if you have selected a specialism from Group 2.
* If you choose a specialism from Group 2, you must provide a contract where you are the sole advisor to the client with an individual employment claim exceeding a value at risk of **£150,000**; or a series of related claims with an aggregate value at risk exceeding **£450,000** orselect N/A in Section A if you have selected a specialism from Group 1.

COTPAs will be evaluated PASS/FAIL

You will fail 1.26 Certificates of Technical and Professional Ability (COTPA) of the selection questionnaire and be excluded from the competition if:

* Your COTPAs do not meet all the mandatory requirements set out above
* You have not completed all of the information requested in the COTPA, Section A
* Your customer has not provided the required information in the COTPA, Section B
* We contact the customer contact to verify the information provided and they cannot or will not verify the information

If we determine that you have failed 1.26 Certificates of Technical and Professional Ability (COTPA) of the Selection Questionnaire we will notify you and tell you about the reasons for this.

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| **RM6360 – Legal Panel for Government – Lot 1 (COTPA 3)** | |
| **Section A - To be completed by the Bidder** | |
| **Name of Bidder (Lead Bidder):** | [Bidder’s name] |
| **Certificate of Technical and Professional Ability - details of the contract, to be certified by the customer in Section B.** | |
| **Name of Customer:** | [Customer name] |
| **Contract title:** | [contract title] |
| Which role did your organisation have in delivering the services for the contract example? | (Prime Supplier/Key Subcontractor/Member of a Consortium) |
| **Name of Supplier:**  If you (Lead Bidder) are relying on another entity to demonstrate technical and professional capability they should be identified. | [Supplier name] |
| Confirm this contract has been delivered for a public sector client. | **(Yes/No)** |
| Confirm your contract is not a Framework Contract.  (Please note, examples of call-off contracts awarded under framework agreements are valid; however, the framework agreements themselves are not eligible.) | **(Yes/No)** |
| Confirm which Mandatory Specialism your contract covers:  You must select from either Group 1 **or** Group 2 to indicate the Mandatory Specialisms your contract covers.  Please note that the ‘Real Estate Finance’ component is not mandatory. Therefore, you may select a contract that covers the Planning Law and Real Estate elements for the purposes of this COTPA. However, this does not alter the overall requirement outlined in Attachment 1a Framework Schedule 1 (Specification). | **Group 1:**  **Planning Law and Real Estate and Real Estate Finance**  **Group 2:**  **Employment Law** |
| Confirm the contract was delivered within three (3) years prior to the publication date of the Contract Notice (19/02/25) or if incomplete, it has been active for at least twelve (12) months. | **(Yes/No)** |
| If your contract covers Group 1 then confirm the contract has a value or value at risk exceeding £20 million? | **(Yes/No/N/A)** |
| If your contract covers Group 2 then confirm the contract has met the following:  You are sole advisor in respect of either:   * An individual employment claim with a value at risk exceeding **£150,000**; or * a series of related claims with an aggregate value at risk which exceeds **£450,000**. | **(Yes/No/N/A)** |
| Confirm the contract included:   * legal risk assessment & management, including public law specific risks; and * the presentation of appropriate public sector risk-based advice including (where relevant) reputational based implications. | **(Yes/No)** |
| Confirm the contract required you to take a proactive role in the development of strategy, project management and delivery of the relevant assignment. | **(Yes/No)** |
| Confirm the contract deployed a blended legal team, including a mix of PQEs for efficient delivery | **(Yes/No)** |
| Please provide a description of the contract and your substantive role in its delivery (250 words): | |

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| **Section B - To be completed by the Customer** | |
| **Certificate of Technical and Professional Ability - Customer contact details** | |
| **Customer contact name:** | [name of Customer contact] |
| **Customer address:** | [Customer address] |
| **Customer direct line:** | [Customer telephone number] |
| **Customer email:** | [Customer email] |
| **Customer confirmation:** | |
| We hereby certify that, to the best of our knowledge and belief, the supplier has satisfactorily supplied the services and delivered the deliverables and the outcomes described above at Section A in accordance with the contract. | Authorised signature (either double-click on signature box below to digitally sign or copy & paste in an image file of your signature): |
| **Liability for Customer certifying Certificate of Technical and Professional Ability:** | |
| In signing this Certificate of Technical and Professional Ability I confirm that I have the necessary authority to do so on behalf of the organisation for which the works and services were provided.  Whilst the information in this certificate has been provided in good faith in the belief that it is truthful and accurate, the customer does not assume any responsibility or any liability nor make any guarantee, representation or warranty as to the contents of this certificate. The customer shall not be liable for and hereby excludes liability for any loss, damage (including any special, exemplary, indirect, incidental, consequential damages, costs or associated legal fees) that may be suffered as a result of use of the certificate and its content, to the fullest extent permitted by law.  Nothing in this certificate shall affect, or constitute a waiver of, the customer's rights or remedies in relation to the contract. | |