

**RM6160: Non Clinical Temporary and Fixed Term Staff**

**(Short Form)**

**The Provision of 85 Paralegals for the Infected Blood Inquiry**

**To**

**The Infected Blood Inquiry**

**From**

**LAW Absolute Limited**

**Contract Reference: CCCB20A08**

**Delivered by:**

NHS Commercial Solutions

NHS East of England Collaborative Procurement Hub

NHS London Procurement Partnership

NHS North of England Commercial Procurement Collaborative

Crown Commercial Service

**Order Form**

This Order Form is for the provision of the Call-Off Deliverables. It is issued under the [Framework Contract RM6160](https://www.crowncommercial.gov.uk/agreements/RM6160): Non Clinical Temporary and Fixed Term Staff.

|  |  |
| --- | --- |
| **Contracting Authority Name** | Infected Blood Inquiry |
| **Contracting Authority Contact** | REDACTED |
| **Contracting Authority Address** | REDACTED |
| **Invoice Address** **(if different)** | - |

|  |  |
| --- | --- |
| **Supplier Name** | LAW Absolute Limited |
| **Supplier Contact** | REDACTED |
| **Supplier Address** | REDACTED |

|  |  |
| --- | --- |
| **Framework Ref** | RM6160: Non Clinical Temporary and Fixed Term Staff |
| **Framework Lot** | Lot 4 – Legal Supply |
| **Call-Off (Order) Ref** | CCCB20A08 |
| **Order Date** | 12th November 2020 |
| **Call off Start Date** | 12th November 2020 |
| **Call-Off** **Expiry Date** | 11th May 2022 |
| **Extension Options** | Option to extend for a further 12 months (until 10th May 2023) |
| **GDPR Position** | Independent Controller |
| **Number of roles required:** | 85 |
| **Number of CV’s required:** | - |
| **Job role / Title** | Paralegal |
| **Temporary or Fixed Term Assignment** | Temporary |
| **Hours / Days required** | Standard |
| **Unsocial hours required – give details** | N/A |
| **HCAS details** | Inner London |
| **Immunisation requirements? (Fee type 1 only)** | - |

|  |  |
| --- | --- |
| **Pay band** | Band 7 |
| **Fee Type** | Non-Patient Facing (Disclosure) |
| **Expenses to be paid or benefits offered** | - |
| **Expenses to be paid by Temporary Worker** | - |
| **Charge rates** | **Initial Contract Term**REDACTED**Extension Option**REDACTED**For the avoidance of doubt, the Total Contract Value (excluding Extension Option) shall not exceed** **£6,916,666.67 ex VAT.** |
| **Method of payment** | Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. It must also clearly state the Purchase Order number. |
| **Discounts applicable** | None |

|  |  |
| --- | --- |
| **Criminal records check** | Not Applicable |
| **BPSS required** | Yes |
| **State required clearance and background checking** | - |
| **Skills, mandatory training and qualifications necessary for the role** | - |

**CALL-OFF INCORPORATED TERMS**

The Call-Off Contract, Core Terms and Joint Schedules’ for this Framework Contract are available on the CCS website. Visit the [Non Clinical Temporary and Fixed Term Staff](https://www.crowncommercial.gov.uk/agreements/RM6160) web page and click the ‘Documents’ tab to view and download these.

**CALL-OFF DELIVERABLES**

|  |
| --- |
| **The Requirement** |
| Please refer to Annex A - Statement of Requirements |

**PERFORMANCE OF THE DELIVERABLES**

|  |
| --- |
| **Key Staff** |
| REDACTED |
| **Key Subcontractors** |
| Not Applicable |

|  |  |
| --- | --- |
| **For and on behalf of the Supplier:** | **For and on behalf of the Contracting Authority:** |
| Signature: | REDACTED | Signature: | REDACTED |
| Name: | REDACTED | Name: | REDACTED |
| Role: | REDACTED | Role: | REDACTED |
| Date: | REDACTED | Date: | REDACTED |

**ANNEX A – STATEMENT OF REQUIREMENTS**

# PURPOSE

## The Infected Blood Inquiry (the ‘Authority’) has a requirement for a supplier to provide 85 Paralegals to work with the Inquiry legal team to work on evidence gathering.

## The Authority has previously had provision for these 85 paralegals under two Contracts with Law Absolute, a supplier on the RM6160 Commercial Agreement. These contracts will conclude in mid-November 2020.

## The Authority is seeking to retain the Paralegals provided by the current supplier which have worked with the Infected Blood Inquiry to this point. In the event that a new supplier is appointed for this Contract, the Authority is seeking to have these workers transferred over the new Contract on a Temp to Temp basis.

# BACKGROUND TO THE CONTRACTING aUTHORITY

## The Infected Blood Inquiry is examining why men, women and children in the UK were given infected blood and/or infected blood products in the 1970s and 1980s which caused HIV or hepatitis C; the impact on their families; the response by the authorities, including government; the nature of any support provided following infection; and whether there was a cover-up.

## For further information about the Inquiry, please see our website [www.infectedbloodinquiry.org.uk](http://www.infectedbloodinquiry.org.uk)

# Background to requirement/OVERVIEW of requirement

## The Inquiry is looking for highly capable, experienced Paralegals to work with the Infected Blood Inquiry legal team. The roles will require providing advice to the Chair of the Inquiry on a broad and diverse range of issues. The successful candidates will be responsible for investigating and gathering a broad range of evidence, which includes managing a disclosure exercise and taking witness evidence. While previous experience or knowledge may be preferable, the work is likely to involve a rapid learning curve to acquire legal skills and knowledge.

# definitions

|  |  |
| --- | --- |
| **Expression or Acronym** | **Definition** |
| BPSS | means Baseline Personnel Security Standard |
| Paralegal  | Paralegals have completed some legal training but are not yet fully qualified as a lawyer. |
| The Inquiry | means The Infected Blood Inquiry (‘the Authority’) |

# scope of requirement

## The Provider is responsible for providing and recruiting experienced Paralegals with clearance at Baseline Personnel Security Standard (BPSS). The Authority will train the Paralegals in the work to be carried out.

## Where the Provider is required to source new Paralegals for this requirement, the Provider will:

### Provide an application form to all Paralegals who have expressed an interest in working with the Inquiry. This shall include all referrals, in addition to those who respond to adverts issued by the Provider.

### Forward all application forms to the Authority to be sifted.

### Schedule the interviews with the sifted candidates.

# The requirement

## The Authority is seeking 85 Paralegals to continue their work with the Infected Blood Inquiry for 18 months, with the possibility to extend if required.

## The 85 Paralegals shall be continuously employed for the period of the contract, unless a reduction is requested by the Inquiry. Any individuals who leave before the end of their contract will require their posts to be backfilled quickly.

## Duties will include taking written statements which will involve interviewing witnesses, extracting relevant themes and issues, and drafting the instructions into a statement.

## Research will also be undertaken on discrete issues relevant to the Inquiry.

## It is anticipated that the 85 paralegals currently engaged on the Inquiry by Law Absolute will be retained insofar as possible, with these Paralegals transferring to the Supplier of this contract on a Temp to Temp basis.

# key milestones and Deliverables

## The following Contract milestones/deliverables shall apply:

|  |  |  |
| --- | --- | --- |
| **Milestone/Deliverable** | **Description** | **Timeframe or Delivery Date** |
| 1 | Continued and seamless engagement with the 85 paralegals currently working with the Inquiry under the contract which is coming to an end. | Ongoing until the conclusion of the contract. |
| 2 | Provide CVs for a replacement paralegal should an incumbent give notice to leave. | 3 working days. |

# MANAGEMENT INFORMATION/reporting

## The Authority will be responsible for managing performance by the Paralegals once the contract with the Inquiry starts.

# volumes

## The Inquiry is seeking 85 Paralegals during the life of the Contract. Any further increase in Paralegals and therefore increase in Contract value would be subject to further financial approval.

# continuous improvement

## The Supplier shall ensure that there are always 85 Paralegals employed for the period of the contract. Any individuals who leave before the end of the Contract will require their post to be backfilled quickly (unless a reduced requirement is advised by the Inquiry).

## The Supplier will be expected to continually improve the way in which the required Services are to be delivered throughout the Contract duration.

## Changes to the way in which the Services are to be delivered must be brought to the Authority’s attention and agreed prior to any changes being implemented.

# Sustainability

## Not applicable.

# quality

## These are challenging paralegal roles. The roles require an ability to assimilate, analyse and assess large volumes of documentary evidence; to draft clear, accurate and concise written work; and the people skills in order to effectively engage with colleague and stakeholders, including vulnerable witnesses. Previous legal experience and knowledge will be of benefit but is not essential.

# PRICE

## The price will be a daily rate of REDACTED, with Supplier element in line with RM6160 Lot 4 – Legal Supply. All costs are excluding VAT.

## Prices are to be submitted via the e-Sourcing Suite at Attachment 4 – Price Schedule.

# STAFF AND CUSTOMER SERVICE

## The Provider shall ensure that Paralegals recruited understand the purpose of the Inquiry and the nature of the work to be carried out.

## The Supplier shall provide a sufficient level of resource throughout the duration of the Contract in order to consistently deliver a quality service. It is imperative that all 85 vacancies are filled for the entirety of the contract (unless a reduced requirement is advised by the Inquiry).

## The Supplier’s staff assigned to the Contract shall have the relevant qualifications and experience to deliver the Contract to the required standard.

# service levels and performance

## The Authority will measure the quality of the Supplier’s delivery by:

|  |  |  |  |
| --- | --- | --- | --- |
| KPI/SLA | Service Area | KPI/SLA description | Target |
| 1 | Paralegal Employment | Ensuring that 85 Paralegals are employed under the contract at all times and for the entirety of the contract, unless a reduction is requested by the Inquiry. | 100% |
| 2 | Providing CVs | To provide a good range of CVs by agreed timescales | 95% |
| 3 | Arranging interviews | To arrange interviews within 4 working days of the Inquiry confirming the outcome of any sift stage. | 90% |
| 4 | On-boarding | To complete the on-boarding process, including BPSS check within 14 working days of the applicant accepting the role.  | 90% |

# Security and CONFIDENTIALITY requirements

## All recruits must have BPSS clearance. The Provider shall provide the BPSS certificate to the Inquiry, which confirms that level of clearance has been obtained.

# payment AND INVOICING

## Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs. It must also clearly state the Purchase Order number.

## Invoices should be submitted to: REDACTED

## The Supplier shall ensure that Paralegals are paid within 20 working days of joining the Inquiry.

# CONTRACT MANAGEMENT

## A Nominated Account Manager will be the Inquiry team’s key contact, and provide updates as requested on each candidate’s progress through the on-boarding system.

## The Account Manager shall have a weekly update Phone Call with the Senior Project Manager.

## Dedicated day to day Manager for Paralegals to liaise with in relation to any pay or contract issues.

## Account Manager to email a copy of the BPSS Certificate for each candidate as soon as they receive it, to avoid undue delay in the on-boarding process.

## Travel and subsistence and all related expenses will not be included in this exercise and will be picked up in a separate agreement.

# Location

## The services will be carried out at a range of locations throughout the UK including Fleetbank House, 2-6 Salisbury Square, London EC4Y 8AE and the National Archives, Kew, Richmond, Surrey, TW9 4DU.

## Paralegals will at all times undertake appropriate social-distancing and personal protection measures to prevent the transmission of Covid-19.

**ANNEX B – SUPPLIER TENDER SUBMISSION**

**QUALIFICATION RESPONSE**

REDACTED

**TECHNICAL RESPONSE**

REDACTED

**COMMERCIAL RESPONSE**

REDACTED