



Legal Aid
Agency

ANNEX A: SELECTION QUESTIONNAIRE (“SQ ITT”)

Section A – organisation and contact details

Note	All Applicants must submit a Response to this 2024 Standard Civil Contract (Re-Opening) SQ ITT, regardless of whether they have previously submitted a SQ Response as part of any other procurement process. Applicants must ensure that they also complete and submit a response to each relevant ITT	
Note	<p>Before submitting your 2024 Standard Civil Contract (Re-Opening) SQ ITT Response, please carefully read the ITTs which relate to the 2024 Contract procurement process.</p> <p>They can be downloaded from the 'Buyer Attachments' section at the top of this page. The ITTs provide information about the procurement process, including how to complete a Tender.</p> <p>When completing your 2024 Standard Civil Contract (Re-Opening) SQ ITT Response you should save your work regularly.</p> <p>If you are logged onto the eTendering system but do not use it for 15 minutes, the eTendering system will notify you through a 'pop up'. So that you can see this and click the 'Refresh' link in this 'pop up', please ensure that 'pop ups' are NOT blocked on your browser so you are not disconnected from the eTendering system and do not lose any unsaved information.</p> <p>Do not use the 'Back' or 'Forward' buttons on your browser; you could potentially lose your work. Please use the links on the eTendering system to navigate.</p>	
A.1	Name (if registered, please give the registered name)	Free text
A.2.i	Registered address (if applicable) or head office address	Free text
A.2.ii	Registered website address (if applicable)	Free text

A.3.i	<p>Trading status</p> <p>a) - public limited company</p> <p>b) - private limited company</p> <p>c) - limited liability partnership</p> <p>d) - other partnership</p> <p>e) - sole trader</p> <p>f) - third sector</p> <p>g) - other (please specify your trading status)</p>	<p>Options list</p> <p>a) - public limited company</p> <p>b) - private limited company</p> <p>c) - limited liability partnership</p> <p>d) - other partnership</p> <p>e) - sole trader</p> <p>f) - third sector</p> <p>g) - other</p>
A.3.ii	If you answered “Other” to question A.3.i, please explain your trading status.	Free text
A.4.i	Date of registration (if applicable) or date of formation.	Free text
A.4.ii	Registration number (company, partnership, charity, etc if applicable).	Free text
A.4.iii	Registered VAT number.	Free text
A.5.i	<p>Does the Applicant currently hold the appropriate authorisation to provide Contract Work from one of the Relevant Professional Bodies?</p> <p>Where, in accordance with the Legal Services Act 2007, the Applicant is able to deliver reserved legal services without authorisation from a Relevant Professional Body, please answer “c) N/A, exempt”</p>	<p>Options list</p> <p>a) Yes</p> <p>b) No</p> <p>c) N/A, exempt</p>

	Where the Applicant answers “b) No” they must obtain authorisation from a Relevant Professional Body in accordance with the relevant category specific ITT.	
A.5.ii	If the Applicant has answered “Yes” which Relevant Professional Body is the Applicant authorised by?	Options list: a) Solicitors Regulation Authority b) Bar Standards Board c) CILEx Regulation d) Office of the Immigration Services Commissioner
A.5.iii	If the Applicant has answered “Yes” to A.5.i please provide the authorisation number/reference	Free text
A.6	Relevant classifications (state whether you fall within one of these) a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual	Options list: a) Voluntary Community Social Enterprise (VCSE) b) Sheltered Workshop c) Public service mutual d) Not applicable
A.7	Are you a Small, Medium or Micro Enterprise (SME) ¹ ?	Options list a) Yes b) No

¹ See definition of SME https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en

A.8	<p>Details of Persons with Significant Control (PSC)², where appropriate³:</p> <ul style="list-style-type: none"> - Name - Date of birth - Nationality - Country, state or part of the UK where the PSC usually lives - Service address - The date they became a PSC in relation to the company - Which conditions for being a PSC are met: <ul style="list-style-type: none"> - Over 25% up to (and including) 50% - More than 50% and less than 75% - 75% or more <p>(Please enter N/A if not applicable)</p>	Free text
A.9	<p>Details of your immediate parent company:</p> <ul style="list-style-type: none"> - Full name of immediate parent company - Registered or head office address 	Free text

²UK companies, Societates European (SEs) and limited liability partnerships (LLPs) are required to identify and record the people who own or control their company. Companies, SEs and LLPs are required to keep a PSC register, and must file the PSC information with the central public register at Companies House. See [PSC guidance](#). Overseas bidders are required to provide equivalent information.

³Only information that relates to the persons with powers of representation, decision or control within the meaning of regulation 57(2) can be considered in relation to the mandatory exclusion grounds and other details are requested for information only.

	- Registration number (if applicable) - VAT number (if applicable) Please enter N/A if not applicable	
A.10	Details of ultimate parent company: - Full name of ultimate parent company - Registered or head office address - Registration number (if applicable) - VAT number (if applicable) (Please enter N/A if not applicable)	Free text
NOTE	By providing the details below, the individual consents to their personal details being held by the Legal Aid Agency.	
A.11	Contact details for the purposes of this procurement process – contact name and role within the Applicant's organisation	Free text
A.12	Contact address and postcode	Free text
A.13	Contact email address	Free text
A.14	Contact telephone number	Free text

Section B – grounds for mandatory exclusion

Where the Applicant answers “Yes” to any question within this section the LAA will exclude it from participating further in this procurement process, unless there are mitigating circumstances which the LAA deems to be satisfactory.

In the event that an Applicant answers “Yes” to any of the following questions, it must provide information in the free text box to the supplementary questions provided, outlining the circumstances including exceptional circumstances that it wishes the LAA to consider in assessing the response. If there is more than one incident, the Applicant must give the information about each incident.

<p>If the Applicant answers “Yes” to question B.1 on convictions it may still avoid exclusion if it is able to demonstrate mitigating circumstances which the LAA deems to be satisfactory. If the Applicant is in that position please provide details in the free text box to the supplementary question B.1(a) - (e). Full details of the offences can be found at: Annex C Exclusion Grounds.pdf (publishing.service.gov.uk)</p> <p>Applicants must be explicit and comprehensive in responding to these questions as failure to do may result in the LAA rejecting their 2024 Standard Civil Contract (Re-Opening) Selection Questionnaire Response.</p>		
B.1	<p>Please indicate if, within the past five years the Applicant or any of its Key Personnel have been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage referred to above:</p> <ul style="list-style-type: none">a) Participation in a criminal organisation;b) Corruption;c) Terrorist offences or offences linked to terrorist activities;d) Money laundering or terrorist financing;e) Child labour and other forms of trafficking in human beings;f) Any other offence within the meaning of Regulation 57(1) of the Public Contracts Regulations 2015, as defined by the law of any jurisdiction outside England, Wales or Northern Ireland.g) Any other offence within the meaning of Regulation 57(1) of the Public Contracts Regulations 2015, created after 26th February 2015 in England, Wales or Northern Ireland.	<p>Yes (Fail, subject to information in B.1(a) – (e))</p> <p>No (Pass)</p>
B.1(a)	<p>If the Applicant has answered “Yes” in relation to Key Personnel, please give the name and position of the person(s) convicted. If the response relates to the Applicant please enter “Relates to Applicant”.</p>	<p>Free text</p>

B.1(b)	Please give the date of the conviction.	Free text
B.1(c)	Please explain which of the grounds listed in question B.1 the conviction was for and the reasons for conviction.	Free text
B.1(d)	If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	Free text
B.1(e)	Have measures been taken to demonstrate the reliability of the Applicant despite the existence of a relevant ground for exclusion? If so, please give details of the steps taken by the Applicant.	Free text

Section C – grounds for discretionary exclusion

The LAA may exclude Applicants that submit a response designated as ‘discretionary fail’ to any one of the following questions but will consider the exceptional circumstances submitted by Applicants.

In the event that an Applicant submits a response designated as ‘discretionary fail’ to any of the following questions, it must provide information in the free text box to the supplementary questions provided, outlining the circumstances including exceptional circumstances that it wishes the LAA to consider in assessing the response. If there is more than one incident, the Applicant must give the information about each incident.

Applicants must be explicit and comprehensive in responding to these questions as, other than as set out at paragraph 5.13 in the SQ ITT, failure to do may result in the LAA rejecting their Selection Questionnaire Response.

C.1	Have you failed to meet all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK?	Yes (Fail, subject to information in C.1(a) – (c) No (Pass)
	If the Applicant has answered “Yes” to question C.1, it must give details by answering questions below.	
C.1 (a)	If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	Free text
C.1(b)	Please provide further details including the following: <ul style="list-style-type: none">• Country concerned• what is the amount concerned• how the breach was established, i.e. through a judicial or administrative decision or by other means	Free text

	<ul style="list-style-type: none"> • if the breach has been established through a judicial or administrative decision please provide the date of the decision • if the breach has been established by other means please specify the means. 	
C.1(c)	Please also confirm whether you have paid or have entered into a binding arrangement with a view to paying the outstanding sum including, where applicable, any accrued interest and/or fines.	Free text
C.2	<p>Within the past three years, anywhere in the world have any of the following situations applied to the Applicant or any of its Key Personnel:</p> <ul style="list-style-type: none"> • breach of environmental obligations; • breach of social obligations; and/or • breach of labour law obligations? 	<p>Yes (discretionary fail)</p> <p>No (pass)</p>
	Exceptional circumstances – if the Applicant has answered “Yes” to question C.2 it must give details by answering questions C.2(a) - (d) below.	
C.2(a)	Please give details about the nature of the event(s) leading to this violation.	Free text
C.2(b)	Please give details about the nature of the violation and any sanction applied.	Free text
C.2(c)	Please give the date when the violation occurred.	Free text
C.2(d)	Please confirm any steps taken to ensure there is no repeat of the circumstances leading to a violation.	Free text
C.3	Within the past three years, anywhere in the world, has the Applicant or any of its Key Personnel been the subject of bankruptcy or insolvency?	<p>Yes (discretionary fail)</p> <p>No (pass)</p>
	Exceptional circumstances – if the Applicant has answered “Yes” to question C.3 it must give details by answering questions C.3(a) - (c) below.	
C.3(a)	<p>Please give the name and position of the person(s) to whom bankruptcy applies and set out:</p> <ul style="list-style-type: none"> • whether the individual is a member of Key Personnel of the Applicant; • whether the individual was a member of Key Personnel of any of the Applicant’s predecessor bodies; 	Free text

	<ul style="list-style-type: none"> whether the individual was a member of Key Personnel at a previous organisation at the time that the bankruptcy/insolvency took place. <p>For the avoidance of doubt, where Applicants need to provide details relating to multiple bankruptcies and/or insolvencies, information should be provided for each instance.</p>	
C.3(b)	Please give details about each situation set out in your response to question C.3 including the amount of money involved and the date(s) when the issue(s) arose.	Free text
C.3(c)	<p>Please give details about:</p> <ul style="list-style-type: none"> any measures the Applicant has taken to ensure that the situation(s) are resolved the current position on repayments including the date by which the amount will be repaid and/or whether the bankruptcy/ insolvency have been discharged. 	Free text
C.4	Within the past three years, anywhere in the world, has the Applicant or any of its Key Personnel been found guilty of grave professional misconduct or has been referred to a disciplinary body following allegations of grave professional misconduct, or has been disqualified as charity trustee?	<p>Yes (discretionary fail)</p> <p>No (pass)</p>
	Exceptional circumstances – if the Applicant has answered “Yes” to question C.4, it must give details by answering questions C.4 (a) - (e) below.	Free text
C.4(a)	If the Applicant has answered “Yes” in relation to Key Personnel, please give the name and position of the person(s) involved. If the response relates to the Applicant please enter “Relates to Applicant”.	Free text
C.4(b)	Please give the date when the event(s) occurred.	Free text
C.4(c)	Please confirm the nature of the event(s) leading to the finding or allegations of professional misconduct or disqualification.	Free text
C.4(d)	<p>Please give:</p> <ul style="list-style-type: none"> the date that the finding of professional misconduct/disqualification was made. If no finding has been made to date, please give the date of any disciplinary body hearing date if known; 	Free text

	<ul style="list-style-type: none"> • detail of any sanction applied; and • which body made the finding of guilt / is investigating the allegations. 	
C.4(e)	Please give details about any measures the Applicant has taken to ensure that there is no repeat of the circumstances leading to the finding or allegations of grave professional misconduct or disqualification.	Free text
C.5	Within the past three years, anywhere in the world, has the Applicant or any of its Key Personnel entered into agreements with other economic operators aimed at distorting competition?	Yes (discretionary fail) No (pass)
	Exceptional circumstances – if the Applicant has answered “Yes” to question C.5, it must give details by answering questions C.5 (a) - (d) below.	
C.5(a)	If the Applicant has answered “Yes” in relation to Key Personnel, please give the name and position of the person(s) involved. If the response relates to the Applicant please enter “Relates to Applicant”.	Free text
C.5(b)	Please give the date when the event(s) occurred.	Free text
C.5(c)	Please confirm the nature of the event(s) leading to an agreement with other market operators aimed at distorting competition.	Free text
C.5(d)	Please give details about any measures the Applicant has taken to ensure that there is no repeat of the circumstances leading to the distortion of competition.	Free text
C.6	Within the past three years, anywhere in the world, has the Applicant or any of its Key Personnel been aware of any conflict of interest within the meaning of Regulation 24 of the Public Contracts Regulations 2015 due to the participation in the procurement procedure or been involved in the preparation of the procurement procedure?	Yes (discretionary fail) No (pass)
	Exceptional circumstances – if the Applicant has answered “Yes” to question C.6, it must give details by answering question C.6(a) below.	Free text
C.6(a)	Please describe the nature of the conflict, including how this might be perceived to compromise the Applicant’s impartiality and independence in the context of the procurement procedure.	Free text

C.7	<p>Within the past three years, anywhere in the world, has the Applicant or any of its Key Personnel shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract (other than with the LAA), a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions?</p> <p>The Applicant must also answer “Yes” to this question if any of its Key Personnel worked as Key Personnel at another organisation that has had a contract terminated (other than by the LAA) within the last three years.</p>	<p>Yes (discretionary fail)</p> <p>No (pass)</p>
	Exceptional circumstances – if the Applicant has answered “Yes” to question C.7, it must give details by answering questions C.7(a) - (h) below.	
C.7(a)	Please give the name of the organisation with whom this contract was held.	Free text
C.7(b)	Please give the date on which this contract commenced.	Free text
C.7(c)	Please give the value of the contract and the time period for which the full contract was due to run.	Free text
C.7(d)	Please confirm the nature of the sanction that was applied.	Free text
C.7(e)	Please give the date when the early termination/damages/comparable sanction took effect.	Free text
C.7(f)	If the Applicant has answered “Yes” in relation to Key Personnel working at a previous organisation please confirm the name of the member of Key Personnel and the organisation to which the termination relates. If the termination relates to the Applicant please answer "Relates to Applicant".	Free text
C.7(g)	Please confirm the reason for the early termination/damages/comparable sanction.	Free text
C.7(h)	Please confirm any steps taken to ensure there is no repeat of the circumstances leading to the early termination/damages/comparable sanction.	Free text
C.8	Has the Applicant had any contract with the LAA or its predecessor body terminated in whole or in part within the last five years (not restricted to civil contracts), or is it currently in receipt of a notice to terminate?	Yes (discretionary fail)

	<p>The Applicant must also answer “Yes” to this question if any of its Key Personnel worked as Key Personnel at another organisation who has had a contract with the LAA or its predecessor body terminated in whole or in part within the last five years, or is currently in receipt of a notice to terminate.</p> <p>For the avoidance of doubt, do not answer “Yes” if the termination was by the LAA in accordance with its “no fault” termination rights.</p>	No (Pass)
	Exceptional circumstances – if the Applicant has answered “Yes” to question C.8, it must give details by answering questions C.8(a) - (f) below.	
C.8(a)	<p>Please indicate whether the Applicant’s termination or notice to terminate relates to the whole contract or a particular Category of Law.</p> <p>If the termination relates to a particular Category of Law, please state which.</p>	Free text
C.8(b)	Please give the date when the termination took effect/notice to terminate was received.	Free text
C.8(c)	If the Applicant has answered “Yes” in relation to Key Personnel working at a previous organisation please confirm the name of the member of Key Personnel and the organisation to which the termination/notice to terminate relates. If the termination/notice to terminate relates to the Applicant please answer "Relates to Applicant".	Free text
C.8(d)	Please confirm the reason for the termination/notice to terminate.	Free text
C.8(e)	If the Applicant has received a notice to terminate, please tell us what has happened since the notice was received, and what stage the Applicant is at in any appeal process. If the appeal process has concluded, or the Applicant chose not to appeal, please confirm the outcome of the appeal or that the Applicant chose not to appeal, as appropriate.	Free text
C.8(f)	Please confirm any steps taken to ensure there is no repeat of the circumstances leading to the notice to terminate or termination.	Free text
C.9	<p>Has the Applicant received either:</p> <p>a) two consecutive Peer Review ratings of 4; or</p> <p>b) a Peer Review rating of 5,</p>	Yes (discretionary fail)

	<p>in any Civil Category of Law following the outcome of any appeal in the last 5 years?</p> <p>The Applicant must also answer “Yes” to this question if any of its Key Personnel received two consecutive Peer Review ratings of 4 or a Peer Review rating of 5 whilst working as Key Personnel at another organisation in the last 5 years.</p>	No (Pass)
	Exceptional circumstances – if the Applicant has answered “Yes” to question C.9, you must give details by answering questions C.9(a) - (d) below.	
C.9(a)	Please confirm the Category(ies) of Law in which the Peer Review rating(s) have been received.	Free text
C.9(b)	Please confirm the Peer Review rating(s) received.	Free text
C.9(c)	Please give the dates when you were notified of the relevant Peer Review rating(s).	Free text
C.9(d)	Please confirm any steps taken to ensure there is no repeat of the circumstances leading to the Peer Review rating(s).	Free text
C.10	<p>Has anyone in your organisation received notification from the LAA that they may not conduct publicly funded work under any LAA Contract?</p> <p>Any individual who has received notification from the LAA that they may not conduct publicly funded work under an LAA contract may not conduct publicly funded work under a 2024 Contract.</p> <p>Where the Applicant answers “Yes” and responds to the questions below, the LAA will, in addition, contact the Applicant to obtain further information regarding the exclusion.</p>	<p>Yes (discretionary fail)</p> <p>No (pass)</p>
	Exceptional circumstances – if the Applicant has answered “Yes” to question C.10, you must give details by answering questions C.10(a) - (e) below.	
C.10(a)	Please provide the full name(s) of the individual(s) who have been notified that they may not conduct publicly funded work under an LAA contract?	Free text
C.10(b)	Was/were the individual(s) a member of Key Personnel at the time they received notification?	Option:

		Yes No
C.10(c)	Please confirm the status of the individual(s) who has/have been notified that they may not conduct publicly funded work under an LAA contract within the Applicant.	Free text
C.10(d)	Please provide the date on which the individual(s) was/were notified.	Free text
C.10(e)	Please provide details of the events which led to the individual(s) being excluded from conducting publicly funded work under an LAA contract.	Free text
C.11	<p>Please answer the following statements:</p> <p>Within the last three years has the Applicant</p> <p>(i) been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or</p> <p>(ii) withheld such information; or</p> <p>(iii) has undertaken to unduly influence the decision-making process of the contracting authority to obtain confidential information that may confer undue advantages in the procurement procedure, or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?</p>	<p>Yes (discretionary fail)</p> <p>No (pass)</p>
	Exceptional circumstances – if the Applicant has answered “Yes” to question C.11, it must give details by answering questions C.11(a) - (e) below.	
C.11(a)	Please give the name of the contracting authority from whom your organisation withheld/misrepresented information.	Free text
C.11(b)	Please confirm the nature of the affected contract(s).	Free text

C.11(c)	Please give the date when the event(s) occurred.	Free text
C.11(d)	Please confirm the action taken by the contracting authority as a result of the Applicant withholding/misrepresenting information.	Free text
C.11(e)	Please confirm any steps taken to ensure there is no repeat of the circumstances leading to the Applicant misrepresenting/withholding information.	Free text
C.12	Have any of the Applicant's Key Personnel (irrespective of which organisation they were working for) received any conditions on their practising certificates imposed by a regulatory body, Relevant Professional Body or Complaints Body within the last three years?	Yes (discretionary fail) No (Pass)
	Exceptional circumstances – if the Applicant has answered “yes” to question C.12, it must give details by answering questions C.12(a) – (d) below.	
C.12(a)	If the Applicant has answered “Yes” in relation to Key Personnel, please give the name and position of the person(s) involved.	Free text
C.12(b)	Please give details about the nature of the event(s) leading to the imposition of the condition(s), including the date when the event(s) occurred.	Free text
C.12(c)	Please give details of the nature of any current condition(s) on practising certificates.	Free text
C.12(d)	Please confirm any steps taken to ensure there is no repeat of the circumstances leading to the imposition of condition(s).	Free text
C.13	Is the Applicant a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	Yes (Answer C.13(a)) No (Pass)

C.13(a)	If you have answered yes to question C.13 are you compliant with the annual reporting requirements contained within Section 54 of the Act?	Yes (pass) (Answer C.13(b)) No (discretionary fail)
C.13(b)	Please provide the relevant url to view the statement.	Free text
	Exceptional circumstances – if the Applicant has answered “No” to question C.13(a), it must give details by answering question C.13(c) below.	
C.13(c)	Please provide all relevant information for the LAA to consider your exceptional circumstances including why you are currently not compliant and what steps are being taken to become compliant with the Act. Please provide timescales for activity to be completed.	Free text

Section D –Declaration

I give my undertaking that I am an individual who is authorised to make this submission on behalf of the Applicant and confirm that the answers submitted in this 2024 Standard Civil Contract (Re-Opening) SQ ITT Response are correct.

I understand that the information will be used in the process to assess the Applicant's suitability to be offered a 2024 Standard Civil Contract.

I understand that the LAA may conduct verification checks and may reject this 2024 Standard Civil Contract (Re-Opening) SQ ITT Response if there is a failure to answer all relevant questions fully or the information provided is inaccurate in any material way.

	Question	Response Type
D.1	Name of the individual making declaration on behalf of the Applicant	Free text
D.2	Status within the Applicant organisation	Free text

