

National Education

FRAMEWORK USER GUIDE

for the provision of Legal Services

REF: CPC /DU/LEGAL/01



Contract managed by

Contents

1	Introduction	1
2	Framework Summary	1
3	Framework Lots and Specifications.....	2
4	Buying from Framework.....	10
4.1	Direct Award.....	10
4.2	Further Competition	11
5	Further Competition Support Service	11
6	Placing an order	12
7	Contract and Account Management	12
8	Complaints and Escalation Procedures	13
9	Delivery and Complaint Resolution	13
10	Any Questions?	14
11	APPENDIX A – Supplier Contact Details.....	15
12	APPENDIX B – Further Competition Template	17
13	APPENDIX C – Further Competition Support Service Fee Structure.....	27
14	APPENDIX D – Example Framework Order Form.....	28
15	APPENDIX E – Optional Access Agreement	29

1 Introduction

The Crescent Purchasing Consortium Limited has put in place a compliant framework for Legal Services reference CPC/DU/LEGAL/01 (hereafter the framework). It is a proactive, best value, collaborative framework that can deliver your entire need for Legal Services.

2 Framework Summary

The framework agreement is designed to provide a comprehensive suite of Legal Services across a choice of seven Lots; offering great flexibility to Members through a combination of geographical and specialism-led lots.

Lot 1 - National One Stop Shop

Lot 2 - Legal Services: Human Resources, Pensions and People

Lot 3 - Legal Services: Academy Conversion and Post Conversion Services

Lot 4 - Legal Services: Property

Lot 5 - Legal Services: Commercial – Contracts, Procurement Governance and Related Matters

Lot 6 - Legal Services: Dispute Resolution and Litigation

Lot 7 - Legal Services for Education

3 Framework Lots and Specifications

Lot 1 National One Stop Shop

Lot 1 provides Members with access to a full suite of Legal Services which includes but is not limited to the following services:

- Academy Conversion - Conversion, Adding Schools to MAT, Schools Moving Between MATs
- Academy Sponsorship
- Acquisition and disposal of land and property
- Alternative Dispute Resolution
- Banking
- Case Assessments
- Civil Litigation
- Coaching and Mentoring Services
- Codes of Practice for Parents
- Commercial Contracts
- Commercial Transfer Agreements
- Communications
- Company Secretarial
- Construction and Estates Management

- Consultation
- Contract Novation
- Corporate Governance
- Data Protection
- Debt Recovery
- Disciplinary or Grievance - Mediation, Disciplinary, Dismissal and Tribunals
- Discrimination and Equal Pay
- Disposals
- Dispute Management
- Due Diligence
- Education and Charity Law
- Employment Law and Advice
- Employment Policies
- Equality and Diversity Advice
- Franchising Arrangements
- Freedom of Information
- Funding Agreements
- Funding Issues
- Governance/Constitutional/Company Secretarial
- Health and Safety
- Human Resource Audits
- Human Resource Consultancy
- Immigration
- Intellectual Property Rights
- Joint Ventures
- Judicial Review
- Land Investigations
- Land Questionnaires
- Land Transfers
- Leases
- Legal Advice on LGPS and TPS
- Licenses
- Litigation and Dispute Resolution
- Managing Industrial Relationships
- Managing Ill Health and Absence
- Mergers
- Organisational Development
- Outsourcing/Subsidiaries
- Partnership Agreements/Collaboration
- Pensions
- Personal Injury
- Planning
- Policy Reviews
- Private Finance Initiative
- Procurement

- Project Management of Major Change Initiatives
- Protection from Harassment
- Public Interest Disclosures
- Regulatory
- Reputation Management
- Responsibilities under Teachers Pay and Conditions and NJC
- Reward Schemes
- Risk Assessment
- Safeguarding
- School Leadership Support
- Secured Lending
- Severance and Settlement Arrangements/Packages
- Shared Services
- Sixth Form College Academisation
- Social Enterprise
- Social Media Advice
- Special Projects
- State Aid Compliance
- Student Matters
- Training
- Trespass/Boundary Disputes
- Trustee Board Advice
- TUPE
- Any Other Related Services

Please Note – In addition to providing Members with access to the legal services detailed above, Lot 1 will also provide them with access to the skills and experience necessary to deliver multi discipline/service legal services to support major projects.

Four suppliers have been awarded a place on this Lot and they are detailed below:

- **Capital Law Limited**
- **Eversheds Sutherland LLP**
- **Ward Hadaway LLP**
- **Weightmans LLP**

Lot 2 Legal Services: Human Resources, Pensions and People

Lot 2 gives Members access to a full suite of Human Resource, Pensions and People related Legal Services which includes but is not limited to the following services:

- Coaching and Mentoring Services
- Data Protection and Freedom of Information

- Disciplinary or Grievance - Mediation, Disciplinary, Dismissal and Tribunals
- Discrimination and Equal Pay
- Employment Law and Advice
- Employment Policies
- Equality and Diversity Advice
- Health and Safety
- HR Audits
- HR Consultancy
- Immigration
- Legal Advice on LGPS and TPS
- Litigation and Dispute Resolution
- Managing Industrial Relationships
- Managing Ill Health and Absence
- Organisational Development
- Pensions
- Personal Injury Claims
- Policy Reviews
- Project Management of Major Change Initiatives
- Public Interest Disclosures
- Responsibilities under Teachers Pay and Conditions and NJC
- Reward Schemes
- Safeguarding
- School Leadership Support
- Severance and Settlement Arrangements/Packages
- Social Media Advice
- Training
- Trustee Board Advice
- TUPE
- Any Other Related Services

Seven suppliers have been awarded a place on this Lot and they are detailed below:

- **Capital Law Limited**
- **Eversheds Sutherland LLP**
- **Forbes Solicitors LLP**
- **Rollits LLP**
- **Shakespeare Martineau LLP**
- **Ward Hadaway LLP**
- **Weightmans LLP**

Lot 3 Legal Services: Academy Conversion and Post Conversion Services

Lot 3 gives Members access to a full suite of Academy Conversion and Post Conversion Legal Services which includes but is not limited to the following services:

- Academy Conversion - Conversion, Adding Schools to MAT, Schools Moving Between MATs
- Academy Sponsorship
- Commercial Contracts
- Commercial Transfer Agreements
- Consultation
- Contract Novation
- Due Diligence
- Education and Charity Law
- Employment Case Work etc.
- Estates Management, PFI, Construction and Planning
- Funding Agreements
- Governance/Constitutional/Company Secretarial
- Health and Safety
- Information Law (Data Protection and Freedom of Information)
- Intellectual Property Rights
- Land Investigations
- Land Questionnaires
- Land Transfers
- Leases
- Litigation and Dispute Resolution
- Pensions
- Procurement
- Reputation Management
- Sixth Form College Academisation
- Student Matters
- TUPE, Re-organisations, and Outsourcing
- Any Other Related Services

Seven suppliers have been awarded a place on this Lot and they are detailed below:

- **Eversheds Sutherland LLP**
- **Forbes Solicitors LLP**
- **Rollits LLP**
- **Shakespeare Martineau LLP**
- **Stone King LLP**
- **Ward Hadaway LLP**
- **Weightmans LLP**

Lot 4 Legal Services: Property

Lot 4 provides Members with access to a full suite of Property Legal Services which includes but is not limited to the following services:

- Acquisition and Disposal of Land and Property
- Construction and Estates Management
- Disposals
- Joint Ventures
- Leasehold Advice
- Licenses
- Litigation and Dispute Resolution
- Non-contentious Construction
- Planning
- Private Finance Initiative
- Procurement
- Secured Lending
- Shared Services
- Social Enterprise
- Special Projects
- Trespass/Boundary Disputes
- Any Other Related Services

Seven suppliers have been awarded a place on this Lot and they are detailed below:

- **Capital Law Limited**
- **Eversheds Sutherland LLP**
- **Forbes Solicitors LLP**
- **Rollits LLP**
- **Shakespeare Martineau LLP**
- **Ward Hadaway LLP**
- **Weightmans LLP**

Lot 5 Legal Services: Commercial – Contracts, Procurement Governance and Related Matters

Lot 5 provides Members with access to a full suite of Contracts, Procurement, Governance and Related Legal Services which includes but is not limited to the following services:

- Banking
- Commercial Contracts
- Communications
- Company Secretarial
- Corporate Governance
- Data Protection
- Education and Charity Law Issues
- Franchising Arrangements
- Freedom of Information
- Intellectual Property Rights
- Joint Ventures
- Licensing
- Litigation and Dispute Resolution
- Mergers/Due Diligence
- Outsourcing/Subsidiaries
- Partnership Agreements/Collaboration
- Private Finance Initiative (PFI)
- Procurement and State Aid Compliance
- Regulatory
- Risk Assessment
- Shared Services
- Social Enterprises
- Special Projects
- Any Other Related Services

Seven suppliers have been awarded a place on this Lot and they are detailed below:

- **Capital Law Limited**
- **Eversheds Sutherland LLP**
- **Forbes Solicitors LLP**
- **Rollits LLP**
- **Shakespeare Martineau LLP**
- **Ward Hadaway LLP**
- **Weightmans LLP**

Lot 6 Legal Services: Dispute Resolution and Litigation

Lot 6 provides Members with access to a full suite of Dispute Resolution and Litigation Legal Services which includes but is not limited to the following services:

- Alternative Dispute Resolution
- Case Assessments
- Codes of Practice for Parents
- Contentious Health and Safety
- Contentious Intellectual Property
- Debt Recovery
- Dispute Management
- Dispute Resolution
- Disputes with Regulators
- Funding Issues
- Judicial Review
- Land/Property Disputes
- Litigation
- Personal Injury
- Protection from Harassment
- Regulatory/Formal Investigations
- Reputation Management
- Student Discrimination Claims
- Student Matters
- Any Other Related Services

Seven suppliers have been awarded a place on this Lot and they are detailed below:

- **Capital Law Limited**
- **Eversheds Sutherland LLP**
- **Forbes Solicitors LLP**
- **Rollits LLP**
- **Shakespeare Martineau LLP**
- **Ward Hadaway LLP**
- **Weightmans LLP**

Lot 7 Legal Services for Education

Lot 7 provides Members within the Education Sector only, access to the full suite of Legal Services detailed within the National One Stop Shop Lot from an Education perspective plus access to Education specific services. These services include but are not limited to the

services detailed within the Lot National One-Stop-Shop above plus the following Education specific services and general legal services as they apply to Education and Education establishments:

Education Specific Services:

- Admissions and Exclusions
- Student conduct/complaints and related issues
- Staff related issues - – HR advice and employment law advice
- Parental Complaints
- Special Education Needs
- Safeguarding
- Information Law
- Health and Safety
- Academic Freedom
- Governance Advice for all types of education provider
- Board Reviews
- Constitutional advice for all types of education providers
- Funding issues, including handling negotiations with the ESFA and OfS
- Intervention including involving the FE Commissioner
- Ofsted-related matters
- Safeguarding
- Admissions
- Exclusions
- Exam grading issues
- Advice specific to state schools of all types, faith schools and independent schools
- Advice specific to further education colleges and sixth form colleges
- Advice specific to universities
- Any Other Related Services

Eight suppliers have been awarded a place on this Lot and they are detailed below:

- **Capital Law Limited**
- **Eversheds Sutherland LLP**
- **Forbes Solicitors LLP**
- **Rollits LLP**
- **Shakespeare Martineau LLP**
- **Stone King LLP**
- **Ward Hadaway LLP**
- **Weightmans LLP**

Members should note that the above Lot specific service descriptions do not represent an exhaustive list of the services that are available under each framework Lot. Other related

services may be required from time to time and suppliers are permitted to provide any other related service that could reasonably be considered to fall within the definition of each of the seven framework Lots.

4 Buying from the Framework

How do Members buy from the framework? This can be done in one of two ways:

4.1 Direct Award

Direct Award takes place where a Member direct awards business to a supplier without the supplier having to engage in a further competitive process to win the contract.

Each supplier has an agreed price list for the supplies and services available under each Lot and these can be accessed by contacting the framework Help Desk. The price lists may be of assistance to Members when deciding whether to Direct Award to a supplier.

Where Direct Award is undertaken, Members must do so in keeping with the provisions of the UK Public Contract Regulations 2015 and Members attention is drawn to these rules. Where a Member elects to adopt Direct Award based on many individual factors but as a guide, the framework recognises the potential for Direct Award to be made on the basis of any one, or a combination, of the following objective Direct Award criteria:

- Solution/Service Specification
- Customer Support Services
- Order Process
- Service Quality
- Delivery and Commissioning of Services
- Account Management
- Sustainability
- Social Value
- Price

(as part of a pricing evaluation Members can consider the impact of Cost of Change)

4.2 Further Competition

A Member can engage suppliers in a further competition in pursuit of additional value on all framework Lots. When engaging in a further competition exercise, Members must invite all the suppliers, from within the respective Lot from which they are purchasing, to participate in the further competition. All suppliers within the respective lot must be given the opportunity to engage in a further competition. Whereas all suppliers must be given the opportunity to engage in the further

competition, they are not obliged to submit a quotation and may decide not to submit a bid under the further competition. This doesn't invalidate your further competition.

Basic advice and guidance upon conducting further competitions can be obtained from the Help Desk.

Email: steve.davies@dukefieldprocurement.co.uk

Tel: 07966 040564

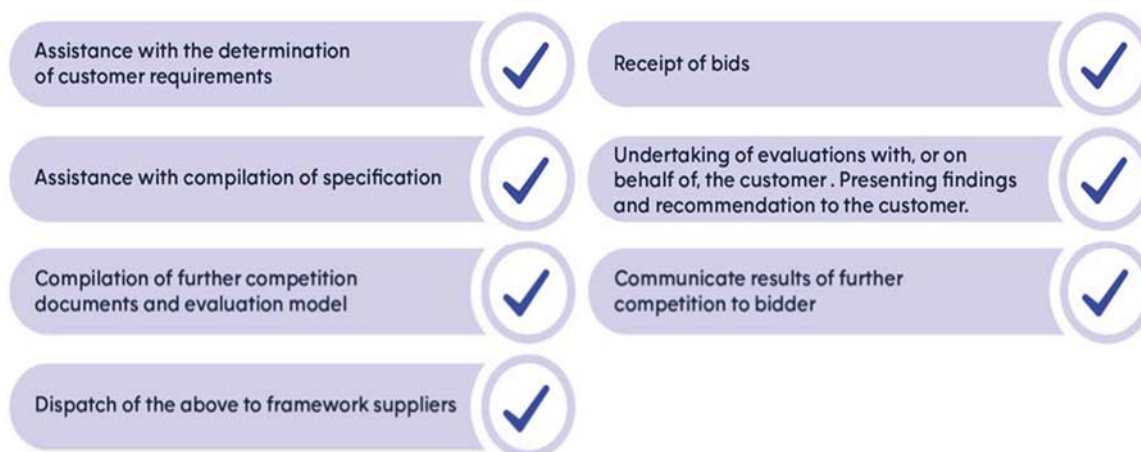
Email: frank.gourley@dukefieldprocurement.co.uk

Tel: 07957883925

A standard further competition template for use in a traditional further competition is attached in Appendix B for Members wishing to undertake their own further competition exercise.

5 Further Competition Support Service

In addition, the framework offers a comprehensive further competition procurement service. The service fees vary depending upon the potential scale of the requirement and full details can be found in Appendix C. The further competition support service provides either a light touch documentation review service prior to engaging in the further competition, or a full procurement support service to undertake a fully compliant further competition exercise. The full procurement support service includes:



Where relevant the service includes up to two visits to customer site (at the service provider's sole discretion); be that to determine requirements, assess supplier capability, undertake evaluations, or present findings. All other activities will be undertaken through electronic communication.

The documentation review service is available to Members engaging in further competitions. A Member's completed further competition documentation can be reviewed, critiqued and where appropriate amendments suggested, ensuring the documentation is fit for purpose and in keeping with spirit of the framework; thus enhancing the chances of a successful further

competition. It is important to note that this service does not provide a documentation drafting service. Documentation drafting is an integral part of the full procurement support service detailed earlier in this section.

Should you require further information about either of these services, or wish to benefit from the services, please contact the Strategic Contract Manager Steve Davies:

Email: steve.davies@dukefieldprocurement.co.uk

Tel: 07966 040564

6 Placing an order

Having selected your chosen supplier and Legal Services solution, orders should be placed via the Framework Order Form – a copy is detailed in Appendix D. Your preferred supplier will populate the Order Form with the full details of your requirement and then present you with a completed Order Form for signature. The Order Form under which the contract will be enabled clearly references the framework terms and conditions. **In order to benefit from framework pricing please ensure the reference number CPC/DU/LEGAL/01 is clearly quoted on all order forms and framework enquiries.**

Appendix E details the framework Access Agreement. It is not mandatory that Members sign this agreement to access the framework, however it is recognised that Members may wish to do so.

7 Contract and Account Management

Day to day contract management support is available from the framework Help Desk. The Help Desk is open from 09:00 to 17:00 Monday to Friday excluding Bank Holidays and can be contacted either by phone or email as follows:

Email: frank.gourley@dukefieldprocurement.co.uk

Tel: 07957 883925

Email: steve.davies@dukefieldprocurement.co.uk

Tel: 07966 040564

The friendly Help Desk staff will be on hand to answer your questions and assist you in any way they can. Specifically, they can:



In addition to the Help Desk, additional account management support is provided by the appropriate supplier Account Manager. Account Managers are detailed in Appendix A and they can be contacted with regards to any matter concerning the supply and installation of your cashless solution.

8 Complaints and Escalation Procedures

Day to day complaints should be raised in the first instance with your chosen supplier. Where appropriate they may also be raised/escalated to the Help Desk. All complaints raised with the Help Desk will be recorded and the way forward agreed with the Member. In most cases such complaints will be addressed to the satisfaction of the Member within a reasonable period of time (such time will vary depending upon the nature of the complaint). However, in the unlikely event that a complaint is not resolved to the satisfaction of the customer within a reasonable time, complaints should be escalated as follows:



9 Contract Management and Performance

Framework Users are encouraged to put in place their own local contract management regime to ensure acceptable performance of their chosen supplier. The framework has several core key performance indicators that apply to all contracts let under the framework as detailed below. Members can adopt these indicators or create their own bespoke regime. However, it should be noted that all local requirements must be mutually agreed with your chosen

supplier. The framework support team can provide support and advice in determining SLAs and KPIs appropriate to your specific requirements.

In addition to the arrangements specific to each contract, a comprehensive contract management regime underpins the operation of the framework itself. Suppliers' performance across all contracts let through the framework is continually monitored across all user Members and issues addressed as they come to light. The framework Contract Manager will undertake regular contract performance and management review meetings with all suppliers as part of this performance monitoring process.

Framework Users should therefore ensure that the framework Strategic Contract Manager is made aware of any issues of any persistent or unresolved nature so they can be addressed with the appropriate supplier at the appropriate supplier review meeting. comprehensive contract management regime underpins the operation of the framework. Suppliers' performance is continually monitored across all Members using the framework and issues addressed as they come to light. A Member can expect the following standard service performance:

Framework Key Performance Indicators

- Respond to calls within 4 working hours of the communication being received
- Respond to electronic communications within 4 working hours of the communication being received.
- Respond to Letters within two working days of receipt.
- Customer Satisfaction levels to be at 95% or above

10 Any Questions?

Should you have any questions about the operation of the framework that are not adequately covered by the User Guide, please do not hesitate to contact the Help Desk.

Email: frank.gourley@dukefieldprocurement.co.uk

Tel: 07957 883925

Email: steve.davies@dukefieldprocurement.co.uk

Tel: 07966 040564

11 APPENDIX A – Supplier Contact Details

CAPITAL LAW LIMITED

Claire Blake
Senior Manager Bids and Tenders
02920 474 460

c.blake@capitallaw.co.uk

EVERSHEDS SUTHERLAND LLP

Ben Wood
Partner
0113 200 4273

benwood@eversheds-sutherland.com

FORBES SOLICITORS LLP

Gabrielle Broomhead
Business Development Manager
01254 222396

Gabrielle.broomhead@forbessolicitors.co.uk

ROLLITS LLP

Caroline Hardcastle
Partner
01482 337289

caroline.hardcastle@rollits.com

SHAKESPEARE MARTINEAU LLP

Joseph Mackey
Regional Development Business Partner
0121 631 5305

Joseph.mackey@shma.co.uk

STONE KING LLP

Tom Morrison
Partner and Head of Further Education
07943 411192

TomMorrison@stoneking.co.uk

WARD HADAWAY LLP

Graham Vials
Partner
0330 137 3168
bids@wardhadaway.com

WEIGHTMANS LLP

Martin Vincent
Partner
0161 214 0553
07834 336669

Martin.vincent@weightmans.com

12 APPENDIX B – Further Competition Template

APPENDIX B - FURTHER COMPETITION TEMPLATE

[INSERT NAME OF MEMBER] INVITATION TO SUBMIT A

PROPOSAL

FOR

[INSERT TITLE]

Closing Date: *[date/time]*

Contact: *[insert contact details of person undertaking further competition]*

1. INTRODUCTION

- 1.1 *(Insert details of the Member and a summary of the project and its aims and objectives. Also consider inserting a timetable detailing the key delivery dates within the further competition.)*

2. INSTRUCTIONS TO TENDERERS

2.1 COMPLETED PROPOSALS SHOULD BE SUBMITTED TO: -

[Insert contact details for return of further competition submissions]

Suppliers should ensure that they allow enough time to submit their questionnaire response. **The Member will accept no responsibility for difficulties during the process of submission and/or late or lost submissions.**

- 2.2 The deadline for the return of quotations is 12 noon on xx xxxxxx 2022.

LATE SUBMISSIONS WILL NOT BE ACCEPTED.

- 2.3 Please study the documentation carefully. If you are in any doubt as to any technical aspects of the specification/project brief, or require clarification of any part of the document please contact *[insert project officer contact details]*
- 2.4 Suppliers are required to submit competitive prices strictly in accordance with the attached specification/project brief.
- 2.5 Suppliers must fully complete all parts of this document using the same question numbering format as used in this document and sign the declaration. Failure to provide a completed quotation in the required format may result in the quotation not being considered.
- 2.6 Freedom of Information - In accordance with **Freedom of Information Act 2000**, from January 2005, Members must respond within 20 working days to valid written requests for information from anyone. The information requested must be supplied unless it falls into specified categories of information which include confidential, personal, trade secret, or information which would or would be likely to prejudice the Supplier's or the Member's commercial interests. These categories are exemptions under which information may not be disclosed.
- 2.7 It will be the Supplier's responsibility to clearly state in their Proposal submission any information which they regard as confidential, personal information, trade secret or may prejudice their commercial interests and to discuss this with the Member prior to submission.

- 2.8 Suppliers are advised that information which falls into our agreed interpretation of the legal definition of confidentiality, personal information, trade secret or prejudice to their commercial interests may still have to be disclosed in some circumstances. You should be aware that the Member may be forced to make information public because of an appeal by a member of the public against our initial decision not to reveal information. The public can appeal through our internal complaint's procedure and ultimately to The Information Commissioner's Office, the Government Member responsible for enforcing the Act.
- 2.9 You will also need to provide with your quotation submission a contact within your Member to ensure that should we need to consult on a Freedom of Information request we can do this promptly. If we are unable to contact anyone to consult, we may have to release the information to ensure that we remain within the 20 working days deadline.

3. EVALUATION

- 3.1 Proposals received will initially be reviewed based on compliance with the threshold requirements. For the avoidance of doubt, all threshold requirements must be achieved for your bid to be further considered.

A listing of the relevant threshold requirements is detailed in Appendix 3.

(Delete references to Threshold Questions if no Threshold Questions are being asked)

- 3.2 The bids from those Suppliers who meet the defined thresholds will be fully evaluated at Phase 2 of the Evaluation Process. The evaluation will be based on most economically advantageous tender as follows:

Price xx% Quality xx%

[Insert quality evaluation criteria]

- 3.3 Please note there are several Threshold Questions within the document. Each Threshold Question is indicated by a '**Threshold Question**'. All Threshold Questions must be met for a tenderer's bid to be fully considered. **For the avoidance of doubt, failure to meet a Threshold will result in a tenderer's bid being rejected.**

[Delete the paragraph above if no Threshold Questions are being asked]

3.4 Quality responses will be scored using the scoring mechanism detailed below.

0 = Unacceptable, No response, or unacceptable information provided

1= Poor, Inadequate details to show an understanding of the requirements

2 = Satisfactory, Satisfactory details to show an understanding of the requirements

3 = Good, Adequate details provided to show an understanding of the requirements

4 = Very Good, Substantial details provided to show an understanding of the requirements

5 = Excellent, Comprehensive details provided to show an understanding of the requirements

Tenderers scoring a 5 will receive the entire weighting mark for each question. Those scoring a 4 will receive 4/5ths of the weighting mark and so on.

3.5 Price Evaluation

Price will account for xx% of the overall score. Tenderers must submit prices for each of the requirements detailed within the Pricing Schedule (Appendix 2).

Tenderers should complete the Pricing Schedule (Appendix 2) with details of their proposed costs. The Tenderer submitting the lowest proposed cost will receive the full xx% price weighting. All other tenderers will receive a proportion of the xx% dependent upon the relative position of their price to the lowest priced bid. For example, where a Tenderer submits a proposed cost that is 10% more expensive than the lowest price bid, they will receive 10% less weighting than the lowest price, i.e., xx% of the total xx% weighting.

3.6 The Member may request bid presentations as part of the bid clarification process to enable the Member to better understand a Suppliers' bid. Where such clarifications are required, Suppliers will be notified and invited to attend at an agreed date and time. Please Note – it may not be necessary to invite any or all bidders if no clarifications are required.

3.7 The Member will endeavor to reach a decision by *[insert date]*. However, the Member is not bound to accept any quote submitted.

- 3.8 Resulting contracts will be subject to the terms and conditions of contract for the National Education Legal Services Framework agreement – CPC/DU/LEGAL/01

Please note these Terms and Conditions are already contracted and are non-negotiable

4. SPECIFICATION

- 4.1 The Members require a range of Legal Services as detailed in Appendix 1. It should be noted that the specification detailed in Appendix 1 is representative of the Members' requirements and this may be changed following award of contract.

5. PRICE SCHEDULE

- 5.1 *[Insert the pricing methodology including]*

- 5.2 Suppliers are required to complete the Pricing Schedule (Appendix 2)

- 5.3 The pricing will be held for the duration of the contract/ agreement.

6. SITE VISIT

- 6.1 *(Insert details of a supplier site visit if one is being offered to suppliers during the further competition process)*

6. DECLARATION

I/We hereby offer to provide the services as specified in xxxxxxxxxxxx in accordance with the Conditions of Contract governing the CPC/DU/LEGAL/01 Contract for the provision of Legal Services.

Signed

Name (Block Capitals)

Designation

For and on behalf of

..... Tel.

Fax.....

E-mail address

APPENDIX 1 - SPECIFICATION

[Insert the specification in Appendix 1. The following issues are examples that may wish to be considered within the specification. The list is not exhaustive and is only series of examples

Service Requirements/Specification

Delivery Requirement

Consider delivery requirements including locations and timescales.

Sustainability

Consider sustainability requirements.

Account Administration

Consider account administration requirements, including

*invoices. *Account/Contract Management**

Consider the nature of your account/contract management regime. For example, will you require:

- regular quarterly supplier review meetings*
- a designated account manager*
- management information – including the regularity of such information?*

APPENDIX 2 – PRICING SCHEDULE

(Insert the pricing schedule here)

APPENDIX 3 – THRESHOLD REQUIREMENTS

(Insert any threshold requirements here)

APPENDIX 4 – SUPPLIER RESPONSE SCHEDULE

(Insert questions to be asked of the suppliers in respect of the Specification)

13 APPENDIX C – Further Competition Support Service Fee Structure

Further Competition Support Services are available upon payment of the appropriate fees.

The Further Competition Support Services are chargeable services available to any Member.

1. Documentation Review Service

The fee for this service is £200 per further competition document set.

2. Full Procurement Support Service

The full procurement support service is available across all framework Lots.

Prices for undertaking a further competition under all Lots are available from email: steve.davies@dukefieldprocurement.co.uk or phone: 07966 040564. The fees will be exclusive of VAT and travel and subsistence.

Each will include full procurement support to undertake a further competition exercise; support to include:



The service includes up to two visits to customer site (at the service provider's sole discretion); be that to determine requirements, undertake evaluations or present findings. All other activities will be undertaken through electronic communication.

14 APPENDIX D – Example Framework Order Form

NATIONAL EDUCATION LEGAL SERVICES FRAMEWORK

PURCHASE ORDER FORM

CONTRACT No CPC/DU/LEGAL/01

[] wishes to order the below mentioned services.

This Purchase Order is for the services detailed below in accordance with the Terms & Conditions of the above framework as agreed between _____ (the suppliers) and _____ (the framework user)

CPC Member No. _____

Service	Description	Sum
(Framework Users should append additional sheets detailing further services being procured where relevant)		
*Total Purchase Price £ _____ excl VAT		
Name of Establishment (The Customer)		
Invoice Address	Site Address (if different)	
Post Code	Post Code	
Contact Name (PRINT) (Mr/Mrs/Miss/Ms)		
Tel No	Email:	

Name (Print)	Position
Signature (Customer)	Date:

15 APPENDIX E – Optional Access Agreement

Access Agreement for Utilisation of the Education Legal Services Framework

This is a confirmation of access to the **National Education Legal Services Framework**

and an agreement of commitment to use said Framework.

Find a Tender Contract Notice Reference Number:	Contract Number: CPC/DU/LEGAL/01
Framework User Contact: Name: Email: Tel:	Supplier Contact: Name: Email: Tel:

Framework Start Date **1st June 2022,**

Length of Framework Agreement: 3 years with the option of a 1- year extension.

This is an agreement to confirm “[enter Framework User name]” has satisfied itself of its eligibility to join the Framework as a **compliant body** nominated in the above referenced Find a Tender notice. Signature of this form constitutes acceptance of the Framework Agreement Terms and Conditions which are enclosed, thereby creating a binding commitment to the utilisation of a Call-Off Contract from the framework agreement referenced above.

We agree to enter into a Call-Off Contract as from “**enter date of commence**”

On behalf of the supplier: [enter supplier name]

Contact Name:	
Telephone number:	
Email Address:	
Signature:	
Date:	

On behalf of [enter Framework User name]

Contact Name:	
CPC Member No.	
Telephone number:	
Email Address:	
Signature:	
Date:	