

# Request for Quotation (RfQ)

## Specialised Legal Services

We are seeking quotations for legal services, as described below. Please ensure that any proposals address every detail of the specification and general requirements for them to be considered. We reserve the right to reject any quotations that do not meet all the requirements stated in this document. We also reserve the right to cancel this requirement, in part or in whole.

### Details of the opportunity

We are inviting interested solicitors to submit their quotation for services we will contract as part as our delivery of UK Shared Prosperity Fund projects.

### Specification of requested services

You will provide specialised legal advice pertaining to subsidy control and contracts.

The legal advice you will provide on this topic will comply with the requirements of projects funded by local authorities and relevant legislation, such as the Subsidy Control Act 2022.

You are expected to present your proposed terms of business and qualifications for the delivery of such services.

The scope of services includes but is not limited to the following deliverables:

1. Assist us in drafting a Privacy Statement and Data Sharing Agreements.
2. Draft and advise us on templates for us to use with businesses who will be selected as grant recipients (i.e., Grant Agreement, Minimum Financial Assistance notification, Minimum Financial Assistance confirmation).
3. Provide ad-hoc advice (as and when required) within the scope of the project.

You may withdraw your proposal after submission provided that email notice of withdrawal is received by Decerna at [finance@decerna.co.uk](mailto:finance@decerna.co.uk). Questions and all communications regarding this RfQ should be submitted by email, to [finance@decerna.co.uk](mailto:finance@decerna.co.uk).

## What is required from all interested parties

Quotation including:

- Proposed terms of business, including, at the very least:
  - 1) fees and fee structure;
  - 2) proposed team, their roles, and areas of legal expertise
  - 3) liability statement
  - 4) your professional indemnity insurance – statement committing to provide it if selected.
- Statement on whether your office has made a Net Zero pledge or any other environmental commitment – please note this will not disqualify any quotation, yet in line with our scope of business, preference might be given to those who have made such commitments.

For the fees and fee structure we expect the quotation to be done in sum for deliverables 1 and 2 under section Specification of requested services. For deliverable 3, we expect an hourly rate quotation.

## How successful supplier/candidate will be chosen

A contract will be awarded based on the following criteria:

Assessment Criteria
✓ Meeting above stated requirements
✓ Fee structure
✓ Terms of business

## Deadline and details of how to apply

Quotations should be submitted to [finance@decerna.co.uk](mailto:finance@decerna.co.uk). This advert was issued on 19 March 2024 and the deadline for responses is 23:59 on 5 April 2024. We reserve the right to extend this deadline.

You should expect a confirmation of receipt within 3 business days from the submission of your quotation.

You should expect communication regarding whether you have been selected, independent of the result, within 5 business days from the above-mentioned deadline for quotation submission.