Procurement Services Frameworks

LEGAL SERVICES 2
USER GUIDE
FRAMEWORK **Y26021**

Contract Period: 8th August 2026 – 7th August 2030

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CONTACT US

For general enquiries, please contact:
pscustomerenquiries@csltd.org.uk I 08082 819439 - Option 3

THE AGREEMENT

In accordance with the Procurement Act 2023 Kent County Council via Procurement Services have created a national framework agreement (the agreement) for the supply and delivery of **Legal Services 2**

The framework period is 48 months
8th August 2026 – 7th August 2030

FTS Notice ref
2026/S 000-035239

FTS Award Notice ref
2026/S 000-070925

Click symbol to return to this page

WHAT DOES THE FRAMEWORK COVER?

SECTION ONE – **WHAT DOES THE FRAMEWORK COVER?**

This framework provides a compliant, flexible, and outcomes-focused route to market for public sector organisations seeking to procure the delivery of legal services including but not limited to:

- Adult Social Care Law
- Business Law and Acquisition
- Charity Law
- Civil Litigation Law
- Commercial Property Law
- Community Care Law
- Construction Law
- Data Protection and Freedom of Information
- Dispute Resolution and Litigation
- Education Law
- Employment Law
- Energy, Waste and Sustainability
- Finance Services
- Food, Rural, Environmental, Natural Resources
- Health & Healthcare
- Health & Safety
- Human Resources
- Human Rights Law
- Intellectual Property Rights & Licensing
- International Law
- Planning and Highways Law
- Primary Care Law
- Procurement & Contract Services
- Property & Land Law

SECTION ONE – **WHAT DOES THE FRAMEWORK COVER?**

All suppliers can provide all services listed and offer national coverage, this could either be directly or via sub-contractors/partners.

The awarded suppliers:

- Have a detailed understanding of public sector practices, procedures and decision making
- Understand the challenges faced by the public sector in relation to resources and budget constraints
- Provide full jurisdictional coverage across England, Northern Ireland, Scotland and Wales
- Ensure that all the personnel performing work under this framework are qualified and regulated by an appropriate body for the services provided (Solicitor's Regulation Authority, Costs Lawyers Standards Board, Chartered Institute of Legal Executives).
- Ensure that all personnel performing work under this framework have not been struck off or are unable to practice law.
- Ensure that all paralegals and trainee practitioners are working under the supervision of a qualified and regulated legal professional.
- Be responsible for the secure storage of all documents which remain the property of the customer. All documents are to be returned to the customer once the service has been fulfilled.
- Ensure that all their personnel maintain protocols to prevent any unauthorised disclosure of information belonging to the customer or part of the case file, including confidential, and politically or commercially sensitive information.
- Maintain that all documents are securely stored at the end of each day and have a process in place to ensure that unauthorised personnel do not have access to the customer documentation.
- Ensure that all data relating to a specific case is disposed of in a secure manner in accordance with the customer/call-off contract.
- Provide costs estimates and statements of costs at any stage to the customer. The supplier must maintain accurate records detailing time spent on the case to justify the costs provided.
- Arrange collection and delivery of case files/papers
- Comply with the Costs Lawyers Handbook
- Adhere to the standards and regulations as set by the Solicitors Regulation Authority

WHO CAN ACCESS THE FRAMEWORK?

SECTION TWO – **WHO CAN ACCESS THE FRAMEWORK?**

This framework is for use by customers in the United Kingdom, British Overseas Territories, and Crown Dependencies that exist on 17/04/26 and which fall into one or more of the following categories:

- Ministerial government departments
- Non ministerial government departments
- Executive agencies of government
- Non-Departmental Public Bodies (NDPBs), including advisory NDPBs, executive NDPBs, and tribunal NDPBs
- Assembly Sponsored Public Bodies (ASPBs)
- Police forces
- Fire and rescue services
- Ambulance services
- Maritime and coastguard agency services
- NHS bodies
- Educational bodies or establishments including state schools (nursery schools, primary schools, middle or high schools, secondary schools, special schools), academies, colleges, Pupil Referral Unit (PRU), further education colleges and universities
- Hospices
- National parks
- Housing associations, including registered social landlords
- Third sector and charities
- Citizens advice bodies
- Councils, including county councils, district councils, county borough councils, community councils, London borough councils, unitary councils, metropolitan

https://www.find-tender.service.gov.uk/Notice/070925-2026

TO ACCESS THE FRAMEWORK AGREEMENT

Potential customers must complete the **Customer Access Agreement Form – Appendix A**

SECTION THREE – **ABOUT US**

Procurement Services is a trading function of the Commercial Services Group, a Professional Buying Organisation (PBO) and one of the largest trading organisations of its kind in Europe with a turnover more than £500 million. Tracing its roots back to 1902, as the supplies division of Kent County Council, the Commercial Services Group has grown organically to become one of the leading suppliers of products and services to the education and public sector, serving over 10,000 customers in 80+ countries. These include local government, education establishments, the care sector and the emergency services.

We are also a member of the Public Sector Buying Organisation (PSBO) Central Buying Consortium (CBC), a group of County, Borough and City Councils, including Kent County Council. The purpose of which is to improve the effectiveness, by co-ordination, of local authority purchasing with the object of effecting savings in public expenditure for the benefit of its members. CBC procures approximately £750m goods and services per annum.

WHY CHOOSE PROCUREMENT SERVICES?

We strive to offer the best customer experience to ensure that all public sector establishments are protected from the complications and risks associated with procuring high value products and services. Below are just some of the reasons why you should consider Procurement Services as your procurement specialists.

KNOWLEDGE

With over 100 years of collective experience dealing with the public sector, every member of staff at Procurement Services can call upon the vast amount of knowledge and experience we have as a team to ensure we can assist you with even the most complicated of queries.

SUPPORT

Every member of the Procurement Services team is just a phone call away. We are here whenever you need us to help support you through the tender process, offer advice or act on your behalf when liaising with suppliers.

CHOICE

We work with some of the top suppliers and manufacturers in the industry. Every framework has been thoroughly created to ensure that you, the customer, get the best terms and conditions from the best suppliers offering the best products and services on the market.

COMPLIANCE

All our frameworks are national, fully compliant and adhere to the latest regulations. As well as being able to offer you full Procurement Act 2023 compliance and strong buying power, we provide terms and conditions that are designed specifically for the public sector to protect you. There is no necessity to run a full tender as we have already done the hard work for you.

EASY TO USE

Our ready-made frameworks are convenient and simple for all customers to access. We help make the end-to-end procurement process as easy as possible to ensure everyone gets their desired outcome.

HOW TO USE THE FRAMEWORK

SECTION FOUR – **HOW TO USE THE FRAMEWORK**

Call-Off Contract Award

Call-off contracts may be awarded using one of three methods: direct award, Rapid Request for Quote (RFQ) or further competition. The ultimate responsibility for selecting the most appropriate and compliant route for a specific requirement rests with the customer. The onus will be on the customer to carry out their own due diligence before selecting which method to use. The customer will determine the requirement, specification and award, based on the most advantageous tender (MAT).

Direct Award (award without a competitive selection)

This framework permits direct award in accordance with PA23. The key provisions that relate to awarding a call-off contract without further competition via a framework are found in Sections 45 to 49, particularly Section 45(2) and Section 49(10).

A direct award allows a customer to award a contract to a single supplier without a new competition. This is permitted where the customer can objectively determine the most advantageous tender (MAT) for their requirement based on the original tenders submitted by suppliers to join this framework.

- All suppliers have been evaluated against consistent and transparent quality questions.
- A clear pricing mechanism has been submitted and forms part of the framework terms.
- These evaluation criteria form the basis for direct award decisions throughout the life of the framework.

Customers may use any of the following criteria for direct award decisions.

Award based on overall rank (quality + price combined score)

- **The rule:** Award the call-off contract to the supplier who was ranked #1 overall on the framework (based on their total score for quality and price).
- **The process:** If the #1 supplier cannot meet the need, the customer must document this and proceed to the #2 ranked supplier, and so on.
- **Best for:** General requirements where overall supplier capability is the priority.

Overall rank information is available upon request. Customers must retain an auditable record justifying their selection, demonstrating how the supplier's offer was the most advantageous based on the framework's established evaluation model.

Award based on highest quality score

- **The rule:** Award the call-off contract to the supplier who was ranked #1 overall on quality at framework award (based on their total quality score).
- **The process:** If the #1 supplier cannot meet the need, the customer must document this and proceed to the #2 ranked supplier, and so on.
- **Best for:** Requirements where quality, delivery approach, and technical capability are the priority, and where the framework permits award using the frameworks quality ranking.

SECTION FOUR – **HOW TO USE THE FRAMEWORK**

The highest quality rank information is available upon request. Customers must retain an auditable record justifying their selection, demonstrating how the supplier's offer was the most advantageous based on the framework's established evaluation model.

Highest score in specific evaluation question

- The rule: Award the call-off contract to the supplier ranked #1 for the specified evaluation question at framework award (based on their score for that question).
- The process: If the #1 supplier cannot meet the need, the customer must document this and proceed to the #2 ranked supplier, and so on.
- Best for: Requirements where a single capability or delivery factor is critical to success and customers need a simple route to award linked to that priority.

The highest score in a specific evaluation question information is available upon request. Customers must retain in an auditable record justifying their selection, demonstrating how the supplier's offer was the most advantageous based on the framework's established evaluation model.

Award based on lowest overall price / highest commercial advantage

- **The rule:** Award the call-off contract to the supplier offering the lowest price for the specific need.
  - **From the price schedule:** For items listed in the benchmark price schedule, the award is made to the supplier with the lowest price for that specific item.
- **Best for:** Standard or commoditised requirements where price is the primary driver.

Customers may take into account:

- The supplier offers the most competitive pricing using the submitted pricing mechanism;
- Supplier capability and delivery approach (Quality Criterion).
- Specific strengths in service, innovation, sustainability, or compatibility.
- Any other factors that align with the framework's original award criteria.
- The supplier has the best capability for the specific product, service, or location.
- The supplier achieved the highest score for quality, price and/or social value during the framework evaluation process.
- The supplier's model delivers continuity or integration with existing estate or contracts.

Pricing information is available upon request. Customers must retain an auditable record justifying their selection, demonstrating how the supplier's offer was the most advantageous based on the framework's established evaluation model.

SECTION FOUR – **HOW TO USE THE FRAMEWORK**

Competitive Call Off Selection Process:

Rapid RFQ

This is a streamlined, competitive process that allows for customer judgment on essential requirements, with price being the ultimate decider. It's perfect for when you have specific, non-negotiable needs.

How to run a Rapid RFQ:

- **Define Pass/Fail Criteria**: The customer defines their need by identifying a few **essential, non-negotiable requirements**. These are not for scoring; they are simple "Yes/No" gates.
- **Example**: "We need a legal professional who **1)** has a minimum of 3 years' experience (Pass/Fail) and **2)** has the ability to commence services within 5 days of contract award (Pass/Fail)."
- **Issue Rapid RFQ** - The customer sends this simple request to all capable suppliers on the framework, setting a short, fixed deadline (this is not a defined duration.)
- **Suppliers submit simple bids:** Suppliers respond with two things only:
  - Confirmation and evidence that they meet the Pass/Fail criteria.
  - Their price for the work.
- **Customer applies judgment (compliantly)**: The customer evaluates the responses. This is the judgment step. They assess the evidence and decide "Yes" or "No" for each supplier against the Pass/Fail criteria.
- **Award to the lowest price compliant supplier:** From the pool of suppliers who passed all the essential checks, the call-off contract is awarded to the one who submitted the lowest price. The audit trail is simple: "Suppliers A, B, and D passed the mandatory checks. Supplier B was the cheapest and was therefore awarded the Call-Off Contract."
- **Best for:** Requirements needing a specific, verifiable skill, where price is the deciding factor after that essential need is met.

Further Competition (competitive selection process)

A further competition process is used where customers carry out a competition for the award of a call-off contract.

How to run a further competition:

- The customer must invite all suppliers on the framework who are deemed capable of delivering the particular requirement.
- The customer shall be responsible for formulating a specification/product brief containing full details of the goods/services required.
- The customer will send the specification/product brief to all suppliers quoting the framework reference number. A reasonable and proportionate time limit should be set for the submission of fully completed bid responses.
- Responses received must be unopened until the designated closing date and time for final submissions has passed. Responses received after the specified date and time should be rejected unopened.

SECTION FOUR – **HOW TO USE THE FRAMEWORK**

- The submitted response shall be evaluated in accordance with the criteria stated in the original specification/ product brief. The headline criteria used must be the same as the headline criteria used for the original framework or part thereof, but the customer may change the weightings and add their own sub-criteria to apply.
- The bidders must be advised of the result in writing. Customers are not required to provide suppliers with an assessment summary however, they are encouraged to do so as a matter of best practice.
- A voluntary standstill period of no less than 8 working days beginning with the day on which the contract ward notice is published and must be completed before entering into the call-off contract.

Best For: Complex projects, high-value call-off contracts, and any situation where the quality of the solution is a critical factor.

Conditions of Participation

Under this framework a further competition process provides for conditions of participation if the customer is satisfied that the conditions are a proportionate means of ensuring that suppliers party to the framework have

- the legal and financial capacity to perform the call-off contract, or
- the technical ability to perform the call-off contract.

In this section, a "condition of participation" means a condition that a supplier must satisfy in order to be awarded a public contract in accordance with the framework.

A condition may not

- require the submission of audited annual accounts, except from suppliers who are, or were, required to have the accounts audited in accordance with Part 16 of the Companies Act 2006 or an overseas equivalent;
- require insurance relating to the performance of the call-off contract to be in place before the award of the call-off contract.

A condition may relate to suppliers' qualifications, experience or technical ability, but may not

- require suppliers to have been awarded a call-off contract under the framework or by a particular customer.
- break the rules on technical specifications in section 56, or
- require particular qualifications without allowing for their equivalents.

LENGTH OF AN INDIVIDUAL CONTRACT

In accordance with the 'Procurement Act 2023' individual contracts based on a framework are to be awarded before the end of the term of the framework itself. The duration of the individual contract does not need to coincide with the duration of the framework, but might, as appropriate, be shorter or longer. In particular, the customer is allowed to set the length of individual contracts based on a framework taking account of factors such as the time needed for their performance, where maintenance of equipment with an expected useful life of more than four (4) years is included or where extensive training of staff to perform the individual contract is needed.

The individual contract terms and conditions will apply and will remain in force after the expiry of the framework until such time all individual contracts expire or are terminated.

SECTION FIVE – **BENEFITS AND KEY POINTS**



All our frameworks are free to access.



This framework is fully compliant with the Procurement Act 2023.



Authorised participants can re-open competition within the framework, removing the need for a full tender exercise or lengthy supplier evaluation each time they have an legal services requirement, saving time and costs associated with procurement exercises.



Routes to market including award without competition and RFQ that ensure quick, easy and PA23 compliant procurements.



The terms and conditions are safe and designed to protect you.



Free and full support on using the framework through the Procurement Services team.



You are able to benefit from aggregated spend and lower pricing based on the value of the overall contract, even on low spend orders.



The framework will be managed and monitored by Procurement Services (acting for Kent County Council) on behalf of our customers and your views and requirements will be taken into account when reviewing and developing the contract.



Social value is an increasingly important way in which we look to support our customers and communities throughout the UK. Social value is now a 10% weighting within every single new framework, so we can be certain that we are awarding suppliers who are committed to contributing to communities.

AWARDED SUPPLIERS

SECTION SIX – AWARDED SUPPLIERS

The following suppliers have been appointed to this framework:

DWF LAW LLP

To view supplier contact details VISIT HERE

FORBES SOLICITORS LLP

To view supplier contact details VISIT HERE

FREETHS LLP

To view supplier contact details VISIT HERE

GELDARDS LLP

To view supplier contact details VISIT HERE

SHARPE PRITCHARD LLP

To view supplier contact details VISIT HERE

WEIGHTMANS LLP

To view supplier contact details VISIT HERE

CUSTOMER ACCESS AGREEMENT FORM

FRAMEWORK LEGAL SERVICES 2	FRAMEWORK REF Y26021

TO BE COMPLETED BY THE CUSTOMER

- On completion of this agreement form, Procurement Services will make available to the customer all details and documents relating to this framework.
- The customer will be entitled, at any time during the term of this framework, to order products/services as detailed in the framework.
- The customer will have full responsibility and ownership for each individual contract they award under this framework.
- Procurement Services will retain overall responsibility for the management of the framework.

DECLARATION

I/we accept all responsibility for both accessing and using the framework in accordance with its associated terms and conditions and in accordance with the Procurement Act 2023.
I/we agree that Procurement Services (acting on behalf of Kent County Council) have no responsibility, or liability, relating to our use of the framework.
I/we authorise Procurement Services to receive management information from the contracted supplier regarding the usage of this framework. This information shall be used by Procurement Services for contract management/administration purposes.

Name of purchasing organisation	
Address	
Customer name	
Customer signature	
Job title	
Email	
Telephone	
Estimated value £	
Length of contract (if applicable)	
Route to market	Please choose
Supplier (if known)	
Product(s) or service(s) of interest	

Authorised by Procurement Services (on behalf of Kent County Council):

Name		Position	
Signature		Date	

PLEASE RETURN THE FORM TO pscustomerenquiries@csltd.org.uk
To submit this form online, please download to pdf first to complete.

SUBMIT

LET'S KEEP IN TOUCH!
Please tick if you are interested in receiving information on our other frameworks and services from across the Commercial Services Group. ☐

WHERE DID YOU HEAR ABOUT US?
Framespan

CONFIRMATION OF AWARD FORM

FRAMEWORK LEGAL SERVICES 2	FRAMEWORK REF Y26021

TO BE COMPLETED BY THE CUSTOMER ONCE AN ORDER HAS BEEN PLACED WITH THE SUPPLIER.
This information shall be used by Procurement Services for contract management/administration purposes.
I confirm the details of the following award of contract under framework agreement reference Y26021.

Name of purchasing organisation	
Address	
Name (printed)	
Customer signature	
Date	
Job title	
Telephone	
Email address	
Description of items/service procured	
Awarded supplier	
Contract value £	
Start date End date	Extension options (12 months)
Date of award (or period of award if you are commissioning a service to be provided over a period of time)	
Savings achieved £	
Benefits you gained by using the framework	
Are you happy to be contacted by Procurement Services to discuss your experience of using the framework?	YES ☐ NO ☐

PLEASE RETURN THE FORM TO pscustomerenquiries@csltd.org.uk
To submit this form online, please download to pdf first to complete.

SUBMIT

GDPR

APPENDIX C – GDPR

WE ARE COMMITTED TO PROTECTING YOUR PRIVACY.

We take your privacy seriously and will only use any personal information that we collect from you, or that you provide, relating to the products and services you have requested from us, or whereby you make an enquiry about our products or services.

As the contracting authority for framework Y26021 Legal Services 2 we have included a GDPR data protection legislation clause in the framework and individual contract terms and conditions.

However, we recommend that any framework users/member authorities should complete their own due diligence to ensure the suppliers they are purchasing from can provide 'sufficient guarantees' that the requirements of GDPR will be met and the rights of data subjects protected.

PRIVACY NOTICE

For more information on our Privacy Notice please go to the following link:
https://commercialservicesgroup.com/privacy-notice/

To see the Privacy Notices of our trusted third party suppliers please visit their individual websites.

PROCUREMENT SERVICES FRAMEWORKS

Procurement Services offer fully Procurement Act 2023 compliant, simple-to-use frameworks. With full, free procurement support, ensuring you can operate with complete peace of mind. Further competition service provided by our procurement experts is available.

With over 20 years of experience we'll ensure you have everything you need and are able to make the best decisions for your organisation. Our free, impartial advice will save you time and money.

We look forward to working together.
Thanks for choosing Procurement Services as your trusted partner.

> We can support and guide you through your purchase, offering security and peace of mind.
>
> **Tarryn Kerr**
>
> Director of Procurement Services

WHY CHOOSE PROCUREMENT SERVICES?

- Market-leading frameworks
- Complete peace of mind
- Continued support for the life of your individual contract
- All frameworks are PCR 2015 or PA 23 compliant and adhere to government guidelines
- Full tender process already completed
- All our suppliers are fully approved
- Complete public sector solutions

0808 281 9439

pscustomerenquiries@csltd.org.uk

www.procurementservices.co.uk