



INVITATION TO TENDER—LEGAL SERVICES PROVIDER

EXECUTIVE SUMMARY

Entrust is actively seeking a legal services provider to enhance and support our work and activities.

This tender document sets out the following areas:

- An introduction to Entrust, detailing our role and functions.
- Our requirements for the legal support, specifying the scope and expectations.
- A clear and detailed tender timeline, highlighting key dates and milestones for the tender process.
- Instructions for submitting tenders, providing guidelines on the format, required documents, and the submission procedure.
- An explanation of our decision-making process, including the criteria and steps involved in selecting the successful tender.

This document aims to provide transparency and clarity in our tender process, allowing us to select the most suitable candidate.

ABOUT ENTRUST

Entrust, since 1 October 1996, has operated as the regulator of the Landfill Communities Fund (LCF), working in partnership with HM Revenue & Customs (HMRC).

The LCF is a tax credit scheme that allows Landfill Operators to fund Environmental Bodies (EBs) for local community and environmental projects, with the aim of mitigating the impacts of landfill sites on nearby communities.

Entrust ensures these funds are used in compliance with the Landfill Tax Regulations 1996 (Regulations) and its subsequent amendments. For example, projects must be located within the vicinity of a landfill site in England or Northern Ireland.

Entrust's responsibilities include regulating the activities of EBs, approving projects, and ensuring adherence to regulatory objectives. However, the organisation does not directly influence the distribution of LCF funds.

We are a limited company employing c20 people and are based in Leamington Spa, Warwickshire.

LEGAL SERVICES REQUIREMENTS

We are looking for a legal firm to provide support for our work. This includes ensuring compliance with HMRC's Terms of Approval, general regulatory responsibilities, contract, and HR support. Tender submissions should detail the following:

- Your strategy for supporting Entrust's legal requirements.
- Your experience in regulatory compliance, particularly interpretation of regulations.
- Your ability to handle various organisational challenges and situations.
- Your proposed rate card.

TENDER TIMETABLE

The timetable for the tender process is set out below:

Action	Deadline
Tender Announcement and Documentation Release	9 February 2024
Submission of Initial Proposals	8 March 2024
Evaluation of Initial Proposals	11-19 March 2024
Notification to Shortlisted Candidates	21 March 2024
Presentation/Interviews for Shortlisted Firms	25 -28 March 2024
Final Decision and Notification	2 April 2024

DECISION PROCESS

Our decision-making process for selecting a legal supplier will be guided by the following criteria:

- Comprehensive understanding of our needs and requirements.
- Assessment of the value for money offered by the tender, ensuring cost-effectiveness.
- Evaluation of the bidder's experience and references in related legal fields.
- Quality of the proposed partnership, including management approach and effectiveness.
- A strong commitment to establishing and maintaining a long-term relationship.

These criteria are designed to ensure that the chosen legal partner aligns closely with Entrust's objectives and standards.

SUBMISSION REQUIREMENTS

In your tender submission to Entrust, please ensure it includes the following:

- A description of legal services offered that are relevant to Entrust's requirements.
- Case studies or examples demonstrating your experience in regulatory work.
- Detailed information about your team, including their experience and qualifications.
- Your proposed rate card.
- Contact details for two references who can attest to your work and capabilities.

This framework for your submission is designed to enable us to evaluate your fit as a legal services provider for Entrust. We will thoroughly assess your legal expertise and compatibility with our specific needs and goals.

ENTRUST are not VAT registered, therefore when including costs please show very clearly whether the costs include VAT.

Please submit your tender by 8 March 2024 to Helen Maccallum:

HelenMaccallum@entrust.org.uk

with the subject marked "LEGAL SERVICES PROPOSAL".