

News

Tender for Intervention Archive Services

14 October 2021

We exercise statutory powers to close down a law firm (known as an intervention), which can involve the collection and management of the storage of files and documents.

We are tendering for the work of intervention archive services.

Intervention archive services will be required to:

- attend interventions to pack and collect files and documents
- liaise with third-party storage companies to collect and store files and documents
- provide a secure document storage facility
- index all files and documents
- repatriate files and documents to those they belong to
- provide a secure scanning system
- provide a telephone enquiry service for repatriation requests
- full national coverage

Delivering these services can sometimes involved significant workloads and/or be required at short notice, sometimes as little as 24 hours.

We are looking a sole provider to deliver these services.

More information will be provided in the 'request for proposal' document, which will be sent on completion of a non-disclosure agreement and a 'request for information' (RFI) document.

We promote and support the highest professional standards. Applicants will be required to demonstrate commitment to promoting equality, diversity and inclusion. The successful bidder will need to provide evidence, such as through equality benchmarks or similar, prior to appointment.

Background information on interventions, read our guidance [How we approach decisions to intervene](https://www.sra.org.uk/sra/decision-making/guidance/consumer-intervening-protect-clients/) [https://www.sra.org.uk/sra/decision-making/guidance/consumer-intervening-protect-clients/].

Organisations interested in this work and considering whether to participate in the tender should provide relevant contact details and express their interest [by email](https://www.sra.org.uk/contactus) [https://www.sra.org.uk/contactus] by 3 November 2021.

We will issue an NDA prior to the RFI to interested parties. Upon completion of the RFI, we will shortlist suitable providers and issue a tender document to them.

If you have any queries, or if you require any reasonable adjustments, please [email us \[https://www.sra.org.uk/contactus\]](https://www.sra.org.uk/contactus).