

Old Admiralty Towers  
68 The Esplanade, Darwin NT 0800  
Postal address GPO Box 1722  
Darwin NT 0801  
Tel 08 8935 7400  
Fax 08 8935 7414

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Northern Territory Law Firms

Dear Colleagues

## RE: NORTHERN TERRITORY LEGAL SERVICES LIST

I am pleased to advise that applications for inclusion upon the new Northern Territory Legal Services List (NTLSL) panel for the provision of legal services to the Northern Territory Government are now open. I would like to take this opportunity to particularly thank those members of the profession who have taken the time to contribute to the development of this project over the last 12 months; the assistance you have given has been extremely valuable and has improved the end product.

The initial invitation for submissions will be open for a period of four weeks, **closing at 2.00pm on Friday 19 September**. Successful firms will be added to the NTLSL in time for the **commencement date of 1 October 2014**. Below is some general information about the NTLSL and the application process. Further guidance material is available as part of the application package.

### What is the NTLSL?

The NTLSL creates a panel of law firms and practitioners who are pre-qualified to provide legal services to the Northern Territory Government in selected categories of law. Unlike previous models, the NTLSL will continue for an indefinite term, meaning that the expense of regular tendering will no longer be incurred by firms. It will also be open to accept new applications at any time. The NTLSL is intended to give more firms the opportunity to provide legal services to the Territory.

### Are adjustments in fees and other details permitted?

Yes. Fees can be adjusted at any time but new rates will only apply to future work, not matters already under way. Firms are required to update details of their personnel and services annually, or more frequently if major changes occur.

### How will work be allocated?

Firms on the NTLSL will be asked to quote for particular jobs. The number of quotes requested in relation to each service will depend upon the value of the work. For significant projects with a value over \$100,000 at least three quotes will be requested.

For very large or complex projects a mini-tender process may be undertaken with assessment based upon targeted, and disclosed, criteria and weightings.

### **Why is there an initial public tender?**

The NTLSL will initially be established through a public tender process. The public tender is a once-only process which is necessary to establish the NTLSL within the Territory Government Procurement Framework.

### **Is it possible to apply to be added to the NTLSL after the tender period?**

Yes. Firms can be added to the NTLSL at a later date. However firms who make late applications will not be included on the NTLSL until well after 1 October 2014.

### **Obtaining a copy of the documentation**

During the four week tender period of 25 August to 19 September 2014, the NTLSL documents can only be accessed via the Department of Business Tenders and Contracts website at <http://www.dob.nt.gov.au/business/tenders-contracts/Pages/default.aspx>.

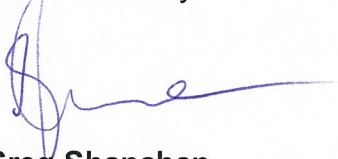
All firms are encouraged to obtain a copy of the NTLSL documents to familiarise themselves with the new NTLSL model, even if they do not intend to submit an application immediately. Obtaining a copy of the tender documentation also ensures that you will be notified if there are any changes or clarifications issued in respect of the tender.

Once the public tender process closes on Friday 19 September 2014, the application documents will only be available on the public website of the Department of the Attorney-General and Justice, at <http://www.nt.gov.au/justice/solicitor/legal/services.shtml>.

If you have queries please contact Meredith Day, Acting Deputy Chief Executive Officer, Department of the Attorney-General and Justice, telephone: 8935 7436, facsimile: 8935 7414, [meredith.day@nt.gov.au](mailto:meredith.day@nt.gov.au).

Thank you for your interest in the NTLSL. I look forward to continuing to work together to provide excellent legal services to the Territory and to support a robust legal profession in the interests of the community.

Yours sincerely



**Greg Shanahan**  
Chief Executive Officer

25 August 2014