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**From:** REDACTED

**Sent:** Tuesday, November 28, 2023 1:43 PM

**To:** REDACTED

**Subject:** RE: Form B

Hi REDACTED

Yes I would expect FWA to advise hiring managers regarding day rates potential impact on the availability of suitable candidates in relation to their recruitment.

Regards  
REDACTED

---

**From:** REDACTED

**Sent:** Tuesday, November 28, 2023 10:22 AM

**To:** REDACTED \_\_\_\_\_

**Subject:** RE: Form B

Thanks REDACTED. We will confirm with the Hiring Manager we can proceed.

Given the time that has passed, I will check in with the Hiring Manager and explain the day rate and budget situation. I would imagine from a cost to the Scottish Government perspective, the Hiring Managers will want our input on whether an above parity rate is required/necessary to attract suitable candidates? This is a very short term contract and the parity level would provide a salary increase for all of the candidates as compared to their last roles.

Kind Regards

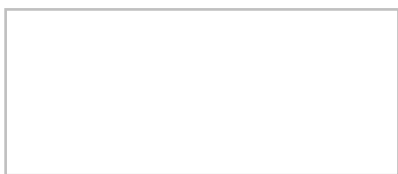
REDACTED

**REDACTED**  
**Associate Director**

Tel: REDACTED

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hours.



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**From:** REDACTED  
**Sent:** Tuesday, November 28, 2023 8:28 AM  
**To:** REDACTED \_\_\_\_\_  
**Subject:** RE: Form B \_\_\_\_\_

[EXTERNAL]  
Good Morning REDACTED

I'm happy with the form to be used as is on this occasion. I do see you have all the candidates on the same rate which would be a concern for me given the hiring managers will base assessment on day rate and quality of experience. However I'm assuming you have had the discussion and REDACTED has confirmed she wishes this to be her budget.

Regards  
REDACTED

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**From:** REDACTED  
**Sent:** Monday, November 27, 2023 9:58 AM  
**To:** REDACTED \_\_\_\_\_  
**Subject:** RE: Form B \_\_\_\_\_

Hi REDACTED,

I hope you had a nice weekend. REDACTED is out of the office today and so I just wanted to keep things moving forward. We are continuing to discuss and review the recent catch up we had and your subsequent email with the revised form.

In the meantime, we are conscious that there remains an outstanding position with REDACTED's team. In order to allow that position to move forward I have attached the completed original form. Are you agreeable with this one being used on this occasion while we consider the best way forward longer term? This would then allow REDACTED to select her preferred candidate.

Kind Regards

REDACTED

**REDACTED**

**Associate Director**

Tel: REDACTED

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**From:** REDACTED

**Sent:** Friday, November 24, 2023 11:33 AM

**To:** REDACTED \_\_\_\_\_

**Cc:** REDACTED \_\_\_\_\_

**Subject:** RE: Form B

[EXTERNAL]

Good Morning

Following our conversation yesterday I have reviewed the original paperwork and amended the form B so it is the same as the one in the signed contract, it is not much different from the one you have however it will keep us all right and is hopefully clearer. I would suggest that where the costs are actually included within fees detailed within another box e.g. employment costs in the commission rate – the figures are still detailed but a note added to the box to say that they are already included elsewhere and this is for visibility only.

Please note where the daily rate breakdown asks for all costs – renewal of practising certificate SHOULD NOT be included here, SG will no longer be paying for the renewals as per your previous communication with REDACTED. Please also ensure that the day rate that the candidate actually receives should not be below the bottom of the *equivalent* SG pay scale to ensure parity. As there are some hybrid roles (e.g. covid inquiry senior paralegals) this will not always apply and your professional judgement should be used.

At this time OAG are the only customer who has confirmed they wish to remain using the bottom of the

C1 pay scale as their budget rate, we have also agreed with them that they will continue to implement the pay rises at the time they occur for SG. This will require a formal contract variation letter between you both at the time, OAG have the template for this and will initiate when required. All other customers will (or should, if they don't please ask) indicate on the form A whether they wish to set their budget or are open to the candidate market driving the rate. This can be discussed once form A is received and you have your info gathering chat with the hiring manager. It may also be worth a reminder here that no competency interviews can take place, an informal chat with the candidate is allowed but nothing more formal. The hiring manager will then evaluate the candidates quality and rate and advise who they wish to offer the post to. They should do this in writing with a letter (they have the template) or purchase order (inquiries may prefer this route).

REDACTED is still off, however I spoke with his manager after our meeting yesterday. As the framework is now signed this would move over to their contract management team to review, should you require to raise any issues with them, please do so to [REDACTED](#).

I believe we covered all the other points in the email below. One thing REDACTED that you mentioned yesterday on the call that we didn't conclude was in relation to umbrella companies not being in the tender documentation. SG are procuring a service from yourselves, you are the professionals we rely on your expertise and do not need to know the detail of how you do that. We cannot dictate how you run your business or your relationship with your candidates, that is your own business decisions and we would not wish to interfere with that. I know this has been a frustrating time for you and I apologise if my lack of subject matter knowledge has added to that however hopefully we now have a clear way forward to ensure our hiring managers get the best possible candidates for their temporary posts from the new framework.

Have a good weekend.  
Best regards  
REDACTED

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**From:** REDACTED  
**Sent:** Thursday, November 23, 2023 12:05 PM  
**To:** REDACTED  
**Cc:** REDACTED  
**Subject:** RE: Form B

Hi REDACTED,

The incorrect figure of £REDACTED used in the tender can't be evaluation purposes only, we based our rate on commission plus costs (as per instructions) we reached our total £REDACTED and then deducted an incorrect figure of £REDACTED = £REDACTED

Pricing schedule – see points 2 and 6 – and giving there was no 'cost' box in form B at the time we submitted tender – that all would make sense and wouldn't be raised when we submitted the tender pricing schedule – as all costs were to be included, and so we based our figures and calculations on the pricing instructions.

A cost box on Form B shouldn't be required by any agencies. We only asked for cost box due to us not rolling up holidays. If you would prefer we can put the daily rate as £REDACTED (and we sort the PAYE part REDACTED rate candidate gets + 36 hols accrual internally with our candidate).

I know that the other agency have now worked on a number of positions and you mentioned that they requested a cost box to be added to the form, it would be helpful to know why this was required and help us to understand the process as this is the first position we are working on. We understand now from a few FWA Workers that the other agency do 'rolled up' holidays – and they have been advised that they would only get 28 days. That is not SG parity hols entitlement – framework clause, waiving 12 week QP – which means they should get 25+11.5 from day one.

**Pricing Instructions**  
**Framework for the Provision of Temporary Legal Staff - Case/628016**

**General**

1	It is the Tenderers responsibility to ensure prices are sustainable for the entirety of the contract.
2	Charges which appear elsewhere but which are not summarised in this pricing schedule will be presumed to have been waived.
3	All prices/charges must be quoted in Pounds Sterling (£) and must be exclusive of any VAT which may be chargeable.
4	All prices must be in line with the Specification of Requirements - detailed in Schedule 1 of the conditions of Contract.
5	The estimated total value of the Framework is between <b>£7,500,000 - £8,000,000</b> (ex VAT).
6	It is the responsibility of the Contractor and the Candidate to agree mechanism for VAT, NI etc. No additional charges or fees will be liable to the customer.

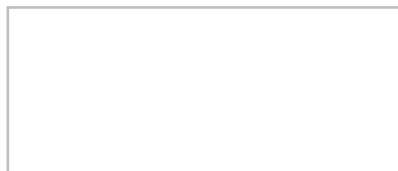
It would be good to have a call to discuss your point below re C1 / B3 and salary/pricing – we have discussed this with the recruitment team and it is unclear how this should work in practice. At the first mobilisation meeting you advised it would be a candidate led daily bid process, but you have now confirmed that this has changed and we should seek clarification from the hiring manager upon instruction – as to whether they would like to retain at the bottom of the pay band or have the candidate/market dictate the rate. REDACTED would be happy to discuss this with you and how we deal with this from a hiring manager and candidate perspective, whilst also following the framework agreement.

Kind regards,

**REDACTED**  
**Operations Manager**

Tel: REDACTED

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**From:** REDACTED

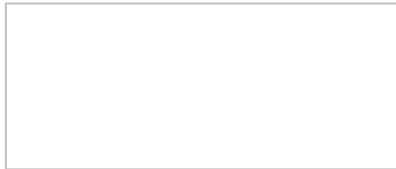
**Sent:** Wednesday, November 22, 2023 5:20  
PM

**To:** [REDACTED](#)  
**Cc:** REDACTED  
**Subject:** RE: Form B

Thanks, REDACTED  
REDACTED is now out of the office – could you suggest some times so we can see what would work for REDACTED?  
Best  
REDACTED

**REDACTED**  
**Managing Director**  
Tel: REDACTED

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**From:** REDACTED  
**Sent:** Wednesday, November 22, 2023 3:36 PM  
**To:** [REDACTED](#)  
**Cc:** [REDACTED](#)  
**Subject:** RE: Form B

[EXTERNAL]  
Hi REDACTED

I'm not sure how it is different from the pricing schedule instructions. Do you want to have a teams call tomorrow?

Regards  
REDACTED

---

**From:** REDACTED  
**Sent:** Wednesday, November 22, 2023 3:15 PM  
**To:** [REDACTED](#)

**Cc:** REDACTED \_\_\_\_\_

**Subject:** RE: Form B

Hi REDACTED,

It is important that we get this correct from the outset, we are treating this as a matter of urgency.

I will speak with REDACTED as soon as possible to discuss the points below as this is different to the pricing schedule instructions in the Framework and previous guidance on how things should work in practice.

I will come back to you tomorrow.

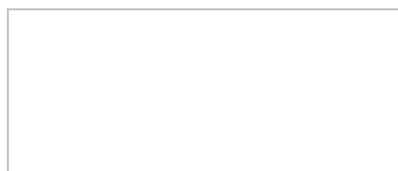
Kind regards,

**REDACTED**

**Operations Manager**

Tel: REDACTED

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**From:** REDACTED

**Sent:** Wednesday, November 22, 2023 2:16 PM

**To:** REDACTED \_\_\_\_\_

**Cc:** REDACTED \_\_\_\_\_

**Subject:** RE: Form B

[EXTERNAL]

Hi REDACTED

I still don't believe this is correct. And as previously mentioned several times you cannot change the commission rate that was bid in the tender, this is your fee and should not include any of the other costs, your bid was £REDACTED for a candidate with less than 5 years' experience and £REDACTED for a candidate with over 5 years' experience.

The candidate cannot be paid less than parity, I make the rate £REDACTED (although I still don't believe the renewal costs should be included here but REDACTED is off so we will have to leave that for now). I am not aware of all the other costs of a temporary recruitment therefore I will leave those to you and if

you have to add a note in the employment costs box to explain that to the hiring manager then please do that.

I do not think any of this can be blamed on the figure used in the tender as it was quite clear that was for evaluation purposes only and the incorrect figure only impacted the daily rate calculation not the commission rate. I think this again boils down to the fact that you were continuing to work on your REDACTED% commission and FWA have not absorbed the changes to the process or appreciated that we were moving on from how things have been in the past.

This is impacting the service to the hiring manager now and your SLA. I was not aware this still was not resolved when I spoke with you last week. Has there been a conversation with the candidates about their day rate, or the hiring manager as to what their budget is?

Regards  
REDACTED

---

**From:** REDACTED  
**Sent:** Tuesday, November 21, 2023 2:46 PM  
**To:** REDACTED \_\_\_\_\_  
**Subject:** RE: Form B

Hi REDACTED,

Further to the below we have attached updated Form B, based on our amended calculations from the pricing schedule (and using 224.5 days) our updated charge box is **£REDACTED** to use going forward.

You will note on Form B that the 'costs' box is holiday costs only (REDACTED%, which is 25 +11.5, Workers are on parity with SG employees) since we do not process 'rolled up' within the candidate hourly rate, with all Employer costs included in the commission box (as per Framework pricing schedule instructions).

The salary is based on £REDACTED (plus worker costs for pc renewal etc) = £REDACTED

Can you please confirm you agree with the attached and we will send to REDACTED as she is waiting to hear and to progress with the role / offer.

As REDACTED mentioned, the incorrect figures provided by the procurement department within the tender document means that we will need to explore this further and we will continue with our discussions separately on this.

Kind regards,

**REDACTED**  
**Operations Manager**  
Tel: REDACTED

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**From:** REDACTED  
**Sent:** Friday, November 17, 2023 9:52 AM  
**To:** [REDACTED](#)  
**Cc:** [REDACTED](#)  
**Subject:** RE: Form B

Hi REDACTED

I am sure, like you, we are keen for this to be resolved as soon as possible, particularly because of the current CRE role.

REDACTED has confirmed all 3 candidates have met the requirements of the role so when this is resolved she will confirm the successful candidate.

.  
That being said the incorrect figures provided by the procurement department within the tender document means that we will need to explore this further and adjust our calculations accordingly. This has not been straightforward at all for us and taking a lot of time to ensure all the correct figures are used. REDACTED especially has been working very hard to make sure the process is correct for everyone going forward.

Have a good weekend.

Best  
REDACTED

**REDACTED**  
**Managing Director**  
Tel: REDACTED

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**From:** REDACTED

**Sent:** Friday, November 17, 2023 8:22 AM

**To:** REDACTED \_\_\_\_\_

**Cc:** REDACTED \_\_\_\_\_

**Subject:** RE: Form B

[EXTERNAL]

Good Morning REDACTED,

I've commented below...

In relation to the additional candidate, it was certainly not our intention to move in to an area of non-compliance. It was slightly unusual circumstances, where unbeknown to us a current FWA contractor had approached the Hiring Manager, as they had been made aware internally that there was a vacancy within the team. The candidate then contacted us and requested that an application is made on their behalf. We had already submitted 3 candidates shortly prior to that who (in our opinion) met the requirements of the job specification. We checked with the Hiring Manager if an additional CV could be sent and agreed to send this additional candidate. There was no benefit to us in submitting an additional CV, we only did so in an attempt to assist the client. It took up additional resource and time for us to submit the CV and if that person was successful, they would have just been moving departments, so FWA would not actually see any benefit from the placement. We were purely attempting to achieve the best outcome for the client but have taken on board your comments. In future, we will ensure only 3 CVs are submitted notwithstanding any other external communications or requests. REDACTED will speak to REDACTED today. In any event, and after all of this, the 4<sup>th</sup> candidate has just contacted us to request their CV is withdrawn and so hopefully the matter has reached its close anyway. If the candidate had not done this, we would of course confirmed to REDACTED today that she is only eligible to select from the first three candidates. **I have to disagree when you say there was no benefit from you supplying a fourth candidate, it makes it more likely you are successful in filling the requirement. The only reason FWA got this opportunity is because the other supplier was not successful in offering three suitable candidates, if they had been given the chance to offer more this would disadvantage you. The hiring manager should have been advised that unfortunately the maximum limit had already been reached and you were unable to offer the fourth candidate as an option. I appreciate the thought process of trying to help the candidate but that ultimately**

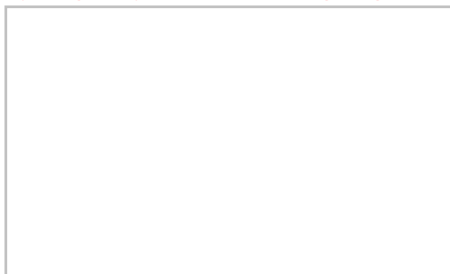
does not help you or I if it is out with the terms of the contract.

When we receive Form A it just states Equivalent Band – C1. Should we know from that if the Hiring Manager would like to retain at the bottom of the pay band or have the candidate/market dictate the rate? Or is that something we should check with the Hiring Manager when we discuss the role in more detail? **Absolutely it is something that should be discussed with the hiring manager at the outset, if you are not getting enough information on the forms then please go back and ask for more or engage via GLSS Resourcing mailbox and we will aid with that.**

The salary in the Form B I sent on is based on £REDACTED (plus costs for PC renewal etc = £REDACTED) as this is what the candidate would be on come January (they are already working via us in another division so were keen to stay on that level – though this candidate has now withdrawn).

I appreciate the below pricing schedule was based on 30 (rather than 25) we have based our workings on 224.5 days (rather than 211.5)  $365 - 104 - 25 - 11.5 = 224.5$

I wanted to check where 211.5 total is calculated from? **This came from procurement as the figure used in the other temporary staff frameworks, however your workings out are correct so apologies, please use that going forward.**



Do you know of any other pay rises coming up (should we use the list REDACTED provided) as it would be good to have all rises for the next 23 months in that case if it would avoid contract variations (in the event contracts were extended to that point).

**I believe REDACTED provided all the known rises at this time.**

Yes we would prefer to just state the rate we pay the candidate in the first box too and then include Hols costs in the costs box, I can adjust that.

If a call or Teams would be helpful to discuss things further then we would be happy to arrange this too.

**I think it may be good for FWA to review in full the tender documents and framework agreement, if there are any other queries then we can set up a call, I've some time off next week so would need to be early the following week. As I mentioned to REDACTED the other day, we are relying on your professional experience in the temping and legal industry, we have opened ourselves to candidates bidding their rates to get a better quality of candidate. However we need to remain in compliance with the procurement legislation in the operation of this framework therefore the bad practices we were in previously have to stop, that will sometimes mean we require your assistance to ensure the hiring managers are also following the process as it is a change for them too.**

Have a good weekend.

Best regards

REDACTED

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**From:** REDACTED

**Sent:** Wednesday, January 10, 2024 11:14 AM

**To:** REDACTED

**Subject:** RE: Calculations of day rates

Good Morning REDACTED

I'm taking our client off copy for this.

Ref point one, this goes back to the discussion with REDACTED that each individual post should be assessed in it's own right and discussed with the hiring manager as to the correct fit. Although OAG are sticking with the pay band structure other hiring managers may not and that is the premise of the new agreement. We want to move away from engaging temps who are newly qualified or with limited experience as this takes time and resource for our managers to train them when they may be with us for a short time, we need our placements to hit the ground running and be able to make a difference in a short space of time, therefore are willing to pay more to attract the right candidate.

On practising certificates, they are not to be included in the rate, the contract is clear in that there will be no additional costs to SG. These are temporary roles. It is a service level that the candidate should have a certificate in place when they start. Should this be an issue for them they may prefer not to apply for a role, it is as much for the candidate to decide how they wish to be paid and what rate they wish to settle for.

Regards  
REDACTED

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**From:** REDACTED

**Sent:** Wednesday, January 10, 2024 10:41 AM

**To:** REDACTED \_\_\_\_\_

**Cc:** [REDACTED](#)

**Subject:** RE: Calculations of day rates

Hi REDACTED,

We queried this point on our discussion on 23<sup>rd</sup> November when you advised REDACTED that B3 was more to cover the salary banding for very experienced paralegals and that all Qualified lawyers will be C1.

In relation to the practising certificate – where the hiring manager requests parity arrangement (starting on base C1 level) if the candidate is to assume the costs of the PC then that would take them below parity, if other Permanent Solicitors have this paid for.

On our call on 23<sup>rd</sup> November you advised that if we were unhappy and had concerns with the procurement process we should contact the Procurement department in relation to those specific concerns. We have since taken legal advice from the procurement lawyers at Burness Paull and they are preparing a letter outlining our position, which will hopefully be finalised soon. We intended to contact you when this was submitted to keep you in the loop, we understand it will be finalised in the next week or so. We are willing and able to continue to work under the framework agreement while these issues are being discussed.

Kind regards,

**REDACTED**  
Operations Manager  
Tel: REDACTED

*We support agile working, so please don't feel you need to respond to this email outside your working hours.*

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**From:** REDACTED

**Sent:** Tuesday, January 9, 2024 3:14 PM

**To:** [REDACTED](#)

**Cc:** [REDACTED](#)

**Subject:** RE: Calculations of day rates

[EXTERNAL]  
Hi REDACTED

Please can I clarify a couple of points – the C1 rate, I don't recall agreeing to this, was your reference to a discussion we had? This would require a contract amendment which I would not agree to.

I have also previously advised that the practising certificate does not get added to the rate unless the candidate is proposing their own rate as part of the new process, they would then be entitled to include whatever costs they wish but that would be their personal business and we would not know that.

You mention you are still in discussion – I thought we had concluded our discussions. If you have taken this up further with the contract management team then I would not expect FWA to be accepting any work until this was concluded?

Regards  
REDACTED

**From:** REDACTED  
**Sent:** Tuesday, January 9, 2024 2:31 PM  
**To:** REDACTED  
**Cc:** REDACTED  
**Subject:** RE: Calculations of day rates

Hi REDACTED,

Happy New Year to you too, I hope you had a lovely time.  
 Thanks for getting in touch re the rates / breakdown, we are still in discussions about it, however we are honouring that rate for now.

We discussed the experience levels further and were advised that C1s would be on the same charge rate – for all years of experience – unless the role was sent to us / advertised as a B3 role.

**1<sup>st</sup> January 2024 - £56,020**

C1	Rate to candidate	Set Commission / Charge	Charge to HIRER	
56,020	REDACTED	N/A	REDACTED	<b>HOURLY</b>
REDACTED (rolled up)	REDACTED	REDACTED	REDACTED	<b>DAILY</b>

**1<sup>st</sup> April 2024 - £57,141**

	Rate to candidate	Set Commission / Charge	Charge to HIRER	
57,141	REDACTED	N/A	REDACTED	<b>HOURLY</b>
REDACTED (rolled up)	REDACTED	REDACTED	REDACTED	<b>DAILY</b>

**1<sup>st</sup> January 2025 - £57,701**

	Rate to candidate	Set Commission / Charge	Charge to HIRER	
57,701	REDACTED	N/A	REDACTED	<b>HOURLY</b>
REDACTED (rolled up)	REDACTED	REDACTED	REDACTED	<b>DAILY</b>

The rates above include cost to cover practising certificate / SLCC Levy – Worker to arrange this themselves directly on daily rate set up.

From 1 Jan REDACTED rate will be as below - \*REDACTED still to be included in OAG practising certificate renewals\*

Jan-24				
C1	Hourly Rate to candidate	Hourly Cost (Inc.Hols & NI)	REDACTED%	Hourly Charge to HIRER
56,020	REDACTED	REDACTED	REDACTED	REDACTED

Kind regards,

**REDACTED**  
 Operations Manager  
 Tel: REDACTED

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**From:** REDACTED  
**Sent:** Monday, January 8, 2024 3:08 PM

To: [REDACTED](#)  
Cc: REDACTED  
Subject: RE: Calculations of day rates

[EXTERNAL]  
Good afternoon and happy new year REDACTED

I was looking for an update on the day rates under the new framework?  
I am assuming your discussions with REDACTED have concluded by now.

A reminder that OAG have agreed that all solicitors will be hired at C1 grade, and the if there is a different of commission in the daily rates based on years of experience (under 5 years, and over 5 years) should be applied to the flat daily rate of the candidate.

Hope that all makes sense.

Thank you

**REDACTED**  
Business Manager



Office of the Advocate General | Queen Elizabeth House, EH8 8FT |  
Work Mobile: REDACTED | Email: [REDACTED](#)

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**From:** REDACTED  
**Sent:** 09 November 2023 09:15  
**To:** [REDACTED](#)  
**Cc:** [REDACTED](#)  
**Subject:** RE: Calculations of day rates

Hi REDACTED

The below table is based on daily rate (rolled up) and maximum salary on the pricing schedule.

REDACTED request was on different salaries and so the figures will be different each time.

Our fee rate hasn't changed and has always been calculated based on REDACTED%, however our rates will always look different in a breakdown as we won't calculate based on 206.5 or 211.5 days, all of our temps will continue to be paid holiday accrual, not rolled up. Though you are not charged when they take the time off.

Kind regards,

**REDACTED**  
Operations Manager  
Tel: REDACTED

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**From:** REDACTED  
**Sent:** Thursday, November 9, 2023 8:51 AM  
**To:** [REDACTED](#)  
**Cc:** [REDACTED](#)  
**Subject:** RE: Calculations of day rates

[EXTERNAL]  
Good Morning REDACTED

There is not an option to amend this, this was how it was set out in the tender pack and you have subsequently signed the framework agreement which also details the pricing mechanism. We need consistency in working out the day rate and that is how the whole of SG works out day rates for all temps. Every other provider of temporary staff has a set commission daily fee, it is clear in the tender pack that it is fixed therefore the rates in the table below are what we expect to see.



REDACTED

**From:** REDACTED  
**Sent:** Wednesday, November 8, 2023 9:13 AM  
**To:** REDACTED  
**Cc:** REDACTED  
**Subject:** RE: Calculations of day rates

Morning REDACTED,

The difference will be due to not paying rolled up holidays, so we wouldn't divide by 211.5 as that is rolling up. The worker then is paid a lower day rate, as they are paid when they take their holidays, the cost then includes (HOLS PAY % – but the final charge is lower.) I have attached both docs we have on file so that you can see the workings and removed the cost for Pr.Cert, Levy & Disclosure so that you can see the straight comparison based on £56,020  
Our price is actually lower - FWA daily charge £REDACTED Vs SG rolled up £REDACTED.  
Every bidder is going to have to use a % to work out their pricing.

Kind regards,

**REDACTED**  
Operations Manager  
Tel: REDACTED

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**From:** REDACTED  
**Sent:** Wednesday, November 8, 2023 7:39 AM  
**To:** REDACTED  
**Cc:** REDACTED  
**Subject:** RE: Calculations of day rates

[EXTERNAL]  
Good morning REDACTED

There was no option to bid a % in the tender, I received the below from procurement as your tender bid for the day rate which is in £'s. This is also detailed in the framework agreement. I don't know what day rate has been agreed but I'd expect we are in the category of the day rate to be £REDACTED. I also attach a reminder of the parameters of the pricing schedule.

Regards  
REDACTED

Year 1					
Role	SG Grade	Day Rate (based on annual maximum salary)	Indicative Days per Annum	Indicative Numbers of Staff per Annum	*Daily Commission Rate £
Paralegal	B1 Equivalent	£152.74	206.5	4	
Lawyer (Experience up to 5 years)	B3 Equivalent	£241.45	206.5	8	
Lawyer (Experience over 5 years)	C1 Equivalent	£316.11	206.5	15	

All commission rates are exclusive of VAT and fixed for the duration of the length of any individual call off contract under the Framework.

The actual daily rates are indicative and will be agreed following review of candidates at call-off for each individual assignment/role.

The scenarios below are only being used for Evaluation Purposes and the indicative numbers used are only estimates as there is no guarantee of any volume of work during the duration of this Framework.

The Indicative Cost per Annum in the below table is calculated using the following : (day rate x indicative days per annum x numbers of staff per annum) + (numbers of staff per annum x commission rate)

\* \*these figures will be used for Evaluation Purposes

**From:** REDACTED

**Sent:** Tuesday, November 7, 2023 4:32 PM  
**To:** REDACTED  
**Cc:** REDACTED  
**Subject:** RE: Calculations of day rates

Hi REDACTED,

The pricing schedule did allow for higher and lower rates for experience, but we kept all at a reduced REDACTED% fee as we do now, and no increases in our fees for year 2, 3, 4 etc.

Kind regards,

**REDACTED**  
Operations Manager  
Tel: REDACTED

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**From:** REDACTED  
**Sent:** Tuesday, November 7, 2023 4:26 PM  
**To:** REDACTED  
**Cc:** REDACTED  
**Subject:** RE: Calculations of day rates

[EXTERNAL]  
REDACTED  
Thank you for the tables below.

It was my understanding that under the new framework the costs of the agency were applied on a fixed daily fee arrangement based on the solicitors experience. 0-5 years and 5+ years requiring different costs. Instead of the REDACTED%.

Happy with the REDACTED's costs confirmation.

**REDACTED**  
Business Manager



Office of the Advocate General | Queen Elizabeth House, EH8 8FT |

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**From:** REDACTED  
**Sent:** 07 November 2023 16:22  
**To:** REDACTED  
**Cc:** REDACTED

**Subject:** RE: Calculations of day rates

Hi REDACTED,

Please find the breakdown of daily rate below, if you need anything else please just let me know –  
Candidate Rate - INCLUDES recoup costs for Practising  
Certificate, Levy & Disclosure

**1<sup>st</sup> April 2023 - £54,973**

C1	Rate to candidate	Cost (Inc.AL/PH, ERS NI &	REDACTED%	Charge to HIRER
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		Pension)			
£54,973	REDACTED	REDACTED	REDACTED	REDACTED	HOURLY
	REDACTED	REDACTED	REDACTED	REDACTED	DAILY

**1<sup>st</sup> January 2024 - £56,020**

C1	Rate to candidate	Cost (Inc.AL/PH, ERS NI & Pension)	REDACTED%	Charge to HIRER	
	REDACTED	REDACTED	REDACTED	REDACTED	HOURLY
	REDACTED	REDACTED	REDACTED	REDACTED	DAILY

**1<sup>st</sup> April 2024 - £57,141**

C1	Rate to candidate	Cost (Inc.AL/PH, ERS NI & Pension)	REDACTED%	Charge to HIRER	
	REDACTED	REDACTED	REDACTED	REDACTED	HOURLY
	REDACTED	REDACTED	REDACTED	REDACTED	DAILY

**1<sup>st</sup> January 2025 - £57,701**

C1	Rate to candidate	Cost (Inc.AL/PH, ERS NI & Pension)	REDACTED%	Charge to HIRER	
	REDACTED	REDACTED	REDACTED	REDACTED	HOURLY
	REDACTED	REDACTED	REDACTED	REDACTED	DAILY

In January REDACTED rate will be as below – (he will still be included in your Practising certificate renewals) -

Jan-24				
C1	Hourly Rate to candidate	Hourly Cost (Inc.Hols & NI)	REDACTED%	Hourly Charge to HIRER
	REDACTED	REDACTED	REDACTED	REDACTED

Kind regards,  
REDACTED

**REDACTED**  
Operations Manager  
Tel: REDACTED

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**From:** REDACTED  
**Sent:** Friday, November 3, 2023 12:07 PM  
**To:** REDACTED  
**Cc:** REDACTED  
**Subject:** Calculations of day rates

[EXTERNAL]  
Good morning REDACTED,

As you know under the new framework we are meant to advertise posts with a day rate included. OAG have opted to offer a set rate based on the C1 pay step 1 of the advertised SG rates.

**1<sup>st</sup> April 2023 - £54,973**

**1<sup>st</sup> January 2024 - £56,020**

**1<sup>st</sup> April 2024 - £57,141**

st

1 January 2025 - £57,701

Could you please provide us with the day rate for each of those steps, in a table format that then includes commission (which I understand is offered on 2 costs depending on years of experience) and please also include the final costs to us in the table. Having those in advance would help speed up any future engagement.

Thank you for those in advance REDACTED.  
Have a nice weekend

REDACTED



Office of the Advocate General | Queen Elizabeth House, EH8 8FT |  
Work Mobile: REDACTED Email: [REDACTED](#)

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