

Residential review proposed procurement timetable

Appendix 1

Contract Start

01-Apr-17

	Start Process	ITT process - complete by	*Days	Responsibility
Undertake detailed analysis and test out models of service delivery. Conduct supplier events to feed into your options paper / specification. Engage with young people to discuss plans and shape the service.	06 November 2015	29 February 2016	115 days	Commissioning / procurement
Make a proposal re how to proceed.	01 January 2016	15 January 2016	15 days	Commissioning
Appoint assets to draft heads of terms	15 January 2016	12 February 2016	28 days	Lee Beckett
Gather TUPE information	15 January 2016	12 February 2016	28 days	Liz Smith
Draft specification	15 January 2016	12 February 2016	28 days	Liz Smith
Draft ITT documents	12 February 2016	11 March 2016	28 days	Alison Oakes
Engage legal for contract writing	06 November 2016	11 March 2016	97 days	Legal
Draft report for MGB / Informal Cabinet	01 January 2016	07/03/16 (final day for submission), then follow the cabinet timetable for other report submission dates.	60 days	Liz Smith
Add to the Cabinet forward plan - Requires 5/6 weeks forward planning	16 December 2015	16 December 2016	1 day	Liz Smith
The service will brief their portfolio holder and their Chief Officer so that it can be presented at MGB on 06/01/16.	06 November 2015	07 March 2016	122 days	Chief Officer and portfolio holder
Cabinet	12 April 2016	12 April 2016	1 day	Leader and portfolio holder
Finalise Service Specification	12 February 2016	22 April 2016	70 days	Liz Smith
Finalise ITT documents	11 March 2016	22 April 2016	42 days	Alison Oakes
Publish OJEU notice	25 April 2016	26/04/16	2 days	Alison
Finalise the Evaluation Panel	01 April 2016	22 April 2016	22 days	Alison Oakes / Liz Smith
Issue ITT documents	04 May 2016	04 May 2016	1 day	Alison
Pre-tender Clarification deadline	01 June 2016	01 June 2016	1 day	Alison
ITT Closing Date	06 June 2016	06 June 2016	1 day	Alison
Evaluation panel to score and send scores and comments to procurement	06 June 2016	20 June 2016	14 days	Evaluation Panel
ITT Evaluation	20 June 2016	30 June 2016	10 days	Evaluation Panel
Cabinet	July 2016	July 2016	1 day	Leader and portfolio holder
Authority to let form completed	30 June 2016	15 July 2016	15 days	Liz Smith
Draft Successful / Unsuccessful letters and full debrief	30 June 2016	15 July 2016	15 days	Alison
Send out 'Intention to Award' letter along with unsuccessful letters and full written debriefs. Official award after 10 day standstill	18 July 2016	19 July 2016	2 days	Alison
Official Award letter to be sent	01 August 2016	02 August 2016	2 days	Alison
OJEU award notice	01 August 2016	02 August 2016	2 days	Alison
Award on contract finder	08 August 2016	08 August 2016	1 day	Alison
Contract Signing	08 August 2016	31 August 2016	22 days	Legal
Mobilisation period	31 August 2016	31 March 2017	212 days	Commissioners / supplier(s)
New contract start date	01 April 2017	01 April 2017	1 day	Alison