

PROCUREMENT TIMETABLE

Procurement Exercise for: VC and S engagement

Advised Procurement Procedure: Open Tender

Action	Time Allowed (working days)	From	To	Action By	Actioned	Comments
Authority to Proceed	1	26-Jul-21	27-Jul-21	Procurement		Completed
Engagement with Stakeholder	15	27-Jul-21	17-Aug-21	Sponsor, Procurement		Completed except for market engagement event
Establish Market Engagement Location	1	17-Aug-21	18-Aug-21	Sponsor		
Market Research & Engagement: continuous process	20	26-Jul-21	23-Aug-21	Sponsor, Procurement		
Preparation of Market Engagement Documentation	5	16-Aug-21	27-Aug-21	Sponsor, Procurement		
Authorisation by Project team	1	27-Aug-21	31-Aug-21	Sponsor, Procurement		
Advertise Market Engagement day	1	31-Aug-21	31-Aug-21	Procurement		
Prepare Specification for presentation to the market	18	05-Aug-21	27-Aug-21	Sponsor, Procurement		Commenced and awaiting input from the project team
Obtain TUPE Data	4	20-Aug-21	26-Aug-21	Procurement		
Market Engagement Event	5	13-Sep-21	18-Sep-21	Sponsor, Procurement		Date to be agreed
Overview and Scrutiny	1	16-Sep-21	16-Sep-21	Sponsor		
Set Evaluation and Award Criteria, plus any Minimum Benchmarks	15	31-Aug-21	21-Sep-21	Sponsor, Procurement		
Finalise ITT Document	5	21-Sep-21	28-Sep-21	Procurement		
Prepare FTS Notice	2	21-Sep-21	23-Sep-21	Procurement		
STAGE 1 SIGN-OFF	1	28-Sep-21	29-Sep-21	Project Team		
Advertise FTS	33	29-Sep-21	01-Nov-21	Procurement		
Following Tender Return Date - Prepare for Evaluation - Seek References	30	01-Nov-21	13-Dec-21	Procurement		
Formal Tender Evaluations	5	13-Dec-21	20-Dec-21	Procurement, Evaluation Team		
Post Tender Clarifications	7	13-Dec-21	22-Dec-21	Procurement, Evaluation Team		
Assess Clarification Responses and submitted references	1	22-Dec-21	23-Dec-21	Procurement, Evaluation Team		
Supplier Presentations (if applicable)	0	23-Dec-21	23-Dec-21	Procurement, Evaluation Team		
Finalise Evaluations	1	23-Dec-21	24-Dec-21	Procurement, Evaluation Team		
Due Diligence of Commercial Information required from Successful Supplier	5	24-Dec-21	04-Jan-22	Procurement		
Prepare Tender Evaluation Report - including Compliance, Ts&Cs, Due Diligence, Risks	1	24-Dec-21	29-Dec-21	Procurement		
Approval from Customer	3	04-Jan-22	07-Jan-22	Sponsor, Procurement		
Prepare Decision Letters / Feedback (Award and Reject)	3	04-Jan-22	07-Jan-22	Procurement		
STAGE 2 SIGN-OFF	1	07-Jan-22	10-Jan-22	Project Team		
Mandatory Standstill Period	10	10-Jan-22	20-Jan-22	Procurement		
Prepare Contract Docs	6	10-Jan-22	18-Jan-22	Procurement		
Contract Documentation / Signatures	5	20-Jan-22	27-Jan-22	Procurement, Delegated Signatory, Supplier		
CONTRACTOR ENGAGEMENT - Contract Implementation Period	79	27-Jan-22	18-May-22	Sponsor		
CONTRACT COMMENCEMENT	0	18-May-22	18-May-22	Sponsor/Operational Contract Manager		
Publish FTS Award Notice + Contracts Finder	1	27-Jan-22	28-Jan-22	Procurement		
Upload final contract documentation onto Yortender	1	27-Jan-22	28-Jan-22	Procurement		
Update Contracts and Grants Register	1	27-Jan-22	28-Jan-22	Procurement		
Savings and Risk Register	1	27-Jan-22	28-Jan-22	Procurement		
STAGE 3 SIGN-OFF	1	28-Jan-22	31-Jan-22	Project Team		