



# All Wales Pool

## Timetable of events to Operator appointment and progress update

Date	Topic	Action required	Responsible	Timings
19- 24 April	Selection questionnaire	Step 1 - Independent, desk based <b>pass/fail evaluation</b>	Officers 1/2 & Hymans	Complete
26 April	Selection questionnaire	Step 2 – Call with Officers 1, 2 & AJ to carryout <b>pass/fail consensus</b>	Officers 1/2 & Hymans	Complete
27 April	Selection questionnaire	Email confirmation to Officers 3, 4 & 5 confirming pass submissions	Hymans	Complete
27 April – 4 May	Selection questionnaire	Step 3 – Independent, desk based <b>technical evaluation</b> of case studies for “pass” submissions.	Officers 3/4/5 & Hymans	Complete
5 May	Selection questionnaire	Step 4 – <b>Technical consensus</b> - evaluators have a face to face meeting to agree consensus case study scores.	Officers 3/4/5 & Hymans	Complete
8 May	Selection questionnaire	Step 5 – <b>Peer review</b> - call with all Officers to challenge/ approve scores for the pass/fail questions and case studies.	All Officers & Hymans	Complete
11 May	Selection questionnaire	Step 6 – <b>Treasurers group</b> – call with Treasurers to peer review Officer recommendation of bidders to receive ITT	Treasurers & Officers	Complete

Date	Topic	Action required	Responsible	Timings
12 May	ITT	Communication issued to all bidders	Hymans	Complete
5 June	ITT / Operator Agreement	Final versions reviewed and agreed by sub-group	Procurement Sub-group	Complete
5 June	ITT / Operator Agreement	Issued to the Officers, Treasurers and Monitoring Officers for formal sign off	Burges Salmon	Complete
9 June	ITT / Operator Agreement	Formal sign off received	Treasurers, Officers and Monitoring Officers	Complete
9 June	ITT / Operator Agreement	Issue to those selected to progress to ITT	Lead authority/Hymans	Complete
18 May – 7 July	ITT	Establish evaluation panel and associated roles	OWG & Hymans	7 weeks
9 June – 17 July	ITT	Receipt of completed ITT	Hymans	38 days
14 July	ITT	ITT Evaluation training	Burges Salmon, Hymans and Evaluation Panel	½ day
17 July – 11 Aug	ITT	Perform review and scoring of ITT responses	Evaluation Panel and Hymans	4 weeks
14 Aug – 18 Aug	ITT	Meetings with Evaluation Panel to discuss ITT scoring and agree short-list	Evaluation Panel and Hymans	TBC
21 Aug – 25 Aug	ITT	Bidder presentations in Cardiff to verify scoring	All Officers and Hymans	2 days

Date	Topic	Action required	Responsible	Timings
18 Sept	Operator selection	Operator recommendation to be made to the JGC	OWG	1 day
18 Sept	Operator recommendation	Decision on Operator made by the JGC	JGC	1 day
19 Sept – 3 Oct	Operator recommendation	Constituent Authorities to approve Operator selection	Treasurers	2 weeks
4 Oct	Operator selected	Issue award notice (TBC)	Hymans	1 day
4 Oct	Operator selected	Issue standstill letters	Hymans	1 day
5 Oct – 18 Oct	Operator selected	Standstill period	Burges Salmon	10 days
19 Oct – 1 Nov	Operator in place	Operator Agreement completed	OWG	2 weeks



## Procurement update

### ITT and Operator Agreement

Following the approval by Treasurers on 11 May to progress 6 bidders to ITT stage, the procurement sub-group have met frequently to progress the ITT and Operator Agreement. Areas of focus for the procurement sub-group included the ITT's pricing principles, number of sub-funds, VAT and insurance specifications.

The ITT and Operator Agreement were circulated to the Officers and Treasurers on 5 June for review and sign off. Following comments from several funds on the content of the documents, including the number of sub-funds and evaluation criteria, revised versions of both the ITT and Operator Agreement were circulated by Burges Salmon on 9 June.

Sign off was received from all 8 funds on 9 June, whereby the ITT and Operator Agreement were issued to the bidders.

**Responses to the ITT are due to be received by Hymans Robertson on or before 17 July, which will then see the ITT evaluation stage commence.**

### ITT Evaluation

Following receipt of the completed ITT's, 4 weeks has been allocated for evaluation. A revised ITT evaluation structure has now been developed and agreed to, which sees ITT questions grouped for ease of evaluation.

A decision will be required by the Officer Working Group on who will perform each evaluation role. Evaluators will be accompanied by Andrew Johnston, and any other subject experts at Hymans Robertson, as required.

It is proposed that training be held for the evaluation panel with Burges Salmon on 14 July, to allow the panel to become familiarised with the evaluation criteria.





## Governance update

### Host Authority and Officer Working Group

Carmarthenshire have now assumed the host authority role for the pool, scheduling meetings of both the Officer Working Group (OWG) and Joint Governance Committee (JGC).

On 18 September, the Officer Working Group will make the recommendation on the preferred Operator to the JGC, before being approved at local level by the individual Authorities.

### Inter-Authority Agreement

On 8 June, Burges Salmon circulated the execution version of the IAA to the 8 funds. The funds were requested to sign, but not date, the execution version and return the signed copies to Burges Salmon.

All funds have now returned signed copies of the IAA which has now been executed by Burges Salmon. The funds agreed to a commencement date of 28 June.

### Joint Governance Committee

The first formal Joint Governance Committee meeting was held on 29 June.

