

# Procurement Tender Timeplan - Commercial Services



Procurement Lead :

Contract Title: Framework Agreement for the Provision of Domiciliary Care and Respite at Home Services for Older People and Younger Adults with Physical Disabilities

Contract Ref:

Project Start Date

Client Lead

Display Week 1

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
#####	2 Jan 1900	9 Jan 1900	16 Jan 1900	23 Jan 1900	30 Jan 1900	6 Feb 1900	13 Feb 1900
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Phase	Activity	Action	Officers Involved	Start	End	Days	% DONE	Work Days	Comments
<b>2</b>	<b>Phase 2: Pre Procurement Stage</b>								
2.5	Draft Tender Documents –	• Specification	Client	Fri 8/2/2019	Thu 21/2/2019	14	0%	10	
2.6		• Method Statement Questions	Client	Fri 8/2/2019	Thu 21/2/2019	14	0%	10	
2.7		• Award Criteria	Client	Fri 8/2/2019	Thu 21/2/2019	14	0%	10	
2.8		• Pricing Schedule	Client	Fri 8/2/2019	Thu 21/2/2019	14	0%	10	
2.9		• Supplier Suitability Questionnaire	Client	Fri 8/2/2019	Thu 21/2/2019	14	0%	10	
2.10		• GDPR Requirements	Client	Fri 8/2/2019	Thu 21/2/2019	14	0%	10	
2.11	Terms & Conditions	Standard terms and conditions to be used. Procurement to advise.	Procurement / Legal	Fri 8/2/2019	Thu 21/2/2019	14	0%	10	
2.12	Forward Look (If applicable)	If contract over £5million Cabinet approval needed. Place on forward look.	Client	Fri 8/2/2019	Wed 27/2/2019	20	0%	14	LM will submit once timeline reviewed.
2.13	Finalise Tender Documentation	Finalise all tender documentation before publication and draft Instructions to Tenderers.	Procurement	Fri 22/2/2019	Mon 25/2/2019	4	0%	2	
2.14	eTenderWales & Sell2Wales	Create Project and ITT in eTenderWales, draft Sell2Wales notice.	Procurement	Fri 8/2/2019	Mon 25/2/2019	18	75%	12	Etenderwales completed and OJEU notice in draft form.
<b>3</b>	<b>Phase 3: Procurement Phase</b>								
3.1	Tender Publish Date	Publish notice on Sell2wales and ITT in eTenderWales	Procurement	Mon 25/2/2019	Thu 18/4/2019	53	0%	39	
3.2	Queries/Clarification	Client to answer any clarification raised during the tender process	Client	Mon 25/2/2019	Thu 18/4/2019	53	0%	39	
3.3	Tender Closes. Open tenders after designated closing date and time.	Tender will close 12:00 noon. Procurement to open tenders.	Procurement	Thu 18/4/2019	Thu 18/4/2019	1	0%	1	Tender will close Thursday before Easter.
<b>4</b>	<b>Phase 4: Evaluation</b>								
4.1	Tender Evaluation	Complete evaluation of bids received in line with set award criteria. <b>Minimum of 3 to evaluate.</b>	Client	Tue 23/4/2019	Mon 3/6/2019	42	0%	30	Evaluation to commence after Easter
4.2		Seek clarification on bids if required.	Client / Procurement	Tue 23/4/2019	Mon 3/6/2019	42	0%	30	
4.3		Complete tender evaluation matrix.	Client	Tue 23/4/2019	Mon 3/6/2019	42	0%	30	
4.4	Tender Evaluation Panel Report (in the form of a Cabinet Report)	Draft report in line with standard documentation	Client / Procurement	Tue 4/6/2019	Fri 7/6/2019	4	0%	4	
4.5	Tender Evaluation Panel Approval – Virtual	Report sent to Procurement, Legal and Finance for approval	Client	Mon 10/6/2019	Fri 14/6/2019	5	0%	5	
4.6	Cabinet Report Approval (Contract Award Report)	Approval required from: Ben Smith (Finance)	Client	Mon 17/6/2019	Mon 1/7/2019	15	0%	11	
4.7		Deb Reed (Head of Adult Services)	Client	Mon 17/6/2019	Mon 1/7/2019	15	0%	11	
4.8		Debbie Smith (Legal)	Client	Mon 17/6/2019	Mon 1/7/2019	15	0%	11	
4.9		Chris Williams (Procurement)	Client	Mon 17/6/2019	Mon 1/7/2019	15	0%	11	
4.10		Access to Services	Client	Mon 17/6/2019	Mon 1/7/2019	15	0%	11	
4.11		Dave Howes (Director of Social Services)	Client	Mon 17/6/2019	Mon 1/7/2019	15	0%	11	
4.12		Cllr Mark Child	Client	Mon 17/6/2019	Mon 1/7/2019	15	0%	11	
4.13	<b>Over £5 million contract value</b>								
4.14	Forward Look Deadline	Deadline for submission of report	Client / Procurement	Tue 2/7/2019	Tue 2/7/2019	1	0%	1	Awaiting confirmation from Democratic Services, assuming 18th July Cabinet Date.
4.15	Cabinet Approval	Cabinet Date	Client / Procurement	Thu 18/7/2019	Thu 18/7/2019	1	0%	1	
4.16	Cabinet Call In	3 day call in	Client / Procurement	Fri 19/7/2019	Wed 24/7/2019	6	0%	4	Assuming Day 1 after minutes are published.