

OJEU Procurement Timeplan

Contract Title: Child Disability Family Support	Client Department : Child & Family/Poverty & Prevention/Education	Category :		Education & Children's Services	
Contract Ref: TBC	Authorised Officer: Jane Whitmore / Chris Francis	Procurement Lead :		Lee Morgan	
Activity	Action	Officers Involved	Days	Commencement date	Completed Yes/No
Service Need Identified					
Consider the following actions:	Is there authority/budget to Procure from the Responsible Officer?	Client	1	01/12/17	No
	Is it Grant Funded? Any specific grant conditions to follow?	Client	1	01/12/17	No
	An existing contract/framework agreement that can be utilised or is it a new requirement?	Client	1	01/12/17	No
	Consider Spending Restrictions?	Client	1	01/12/17	No
	Is there an opportunity to incorporate Community Benefits?	Client	1	01/12/17	No
	Are there Safeguarding/DBS issues in the contract?	Client	1	01/12/17	No
Pre Procurement Stage					
Determine contract duration and value	Confirm the budget code and calculate estimate contract value and include contract extension.	Client	3	01/12/17	
	Run spend analysis to gauge spend across the Council	Procurement	1	01/12/17	
Procurement Strategy	Agree the procurement strategy (Purchase/lease, OJEU, Collaboration, Framework, Call Off, Lots etc.)	Client Procurement	4	01/12/17	
Allocate Contract Reference number	Allocate reference number from contract reference allocator.	Procurement	1	01/12/17	
TUPE considerations	Are there any TUPE implications relating to this contract.Issue Stage 1 letters	Client Legal	14	01/12/17	No
Equality Impact Assessment (if applicable)	Complete EIA Screening Form available on StaffNet.	Client Access to Services	5	01/12/17	
Meet the Buyer Event (if applicable)	Consider holding a Meet the Buyer event with suppliers on the requirement. To be held before publication of tender.	Client Procurement	1	TBC	
Draft Tender Documents – <ul style="list-style-type: none"> Specification Method Statement Questions Award Criteria Pricing Schedule Terms and Conditions Supplier Suitability Questionnaire ITT 	Draft tender documentation	Client Procurement	21	01/12/17	
eTenderWales & Sell2Wales	Create Project and ITT in eTenderWales, draft Sell2Wales notice.	Procurement	1	22/12/17	
Finalise Tender Documentation	Finalise all tender documentation before publication	Client Procurement	7	22/12/17	
Procurement Phase					
Tender Publish Date	Publish notice on Sell2wales and ITT in eTenderWales		0	29/12/17	
Queries/Clarification	Client to answer any clarification raised during the tender.		30	29/12/17	
Tender Closes. Open tenders after designated closing date and time.	Tender will close 12:00 noon. Procurement to open tenders.		30	28/01/18	
Evaluation Phase					
Tender Evaluation	Complete evaluation of bids received in line with set award criteria. And complete evaluation matrix. (Minimum of 3 to evaluate. Seek clarification of bids where necessary)		13	29/01/18	
Presentation / Interviews (if applicable)	Date for presentations / interviews.			TBC	
Tender Evaluation Panel Report	Draft report in line with standard documentation		2	11/02/18	
Tender Evaluation Panel Approval – Virtual	Approve report.		5	13/02/18	
Contract Award Report	Approval required from:		14	18/02/18	
	Ben Smith (Finance)				
	Responsible Officer				
	Debbie Smith (Legal)				
Cabinet Member Approval	Via email by relevant cabinet members and not going back to Cabinet		3	04/03/18	
Forward Look Deadline	Date for presentations / interviews. - N/A		0	n/a	
Cabinet Approval	Cabinet Date		3	n/a	
Cabinet Call In	3 day call in		0	09/03/18	
Award contract					
Standstill Letters	Draft relative advantages for standstill letters	Client	5	09/03/18	
	Issue standstill letters to successful and unsuccessful bidders via eTenderWales	Procurement	1	14/03/18	
Standstill Period Start	10 minimum standstill period	All	10	15/03/18	
Standstill Period Ends		All		25/03/18	
Issue Contract	Issue Contract to successful Supplier via Legal Services	Procurement Legal	1	26/03/18	
Implementation Period (including TUPE Transfer)	If TUPE applies, allow a minimum of 28 days for transfer	Client	28	27/03/18	
Anticipated Contract Start Date	Contract commencement date		0	24/04/18	
Contract Management					
Review lessons learned incl. feedback from bidders		Client Procurement	1		
Monitor contract performance	Performance to be monitored during the duration of the contract.	Client	Ongoing	Contract Period	