

DAAT Contract Procurement Timetable

Target dates week commencing

KEY MEETING
COMPLETE

Phase task unique identifier	Phase 1:	Work Stream [Theme]	Responsibility	Critical Dates/Decisions	Status	Activity	Lead Officer	20-Jan	27-Jan	03-Feb	10-Feb	17-Feb	24-Feb	03-Mar	10-Mar	17-Mar	24-Mar	31-Mar
1.1	Phase 1: Project initiation	Project Preparation	DAAT/OSM		Complete	Finalise Needs Assessment												
1.2	Phase 1: Project initiation	Project Preparation	OSM		Complete	Prepare short presentation (4 slides)												
1.3	Phase 1: Project initiation	Project Preparation	AB/BPH/RS		Complete	Present Needs Assessment to S.Halsey			28/01/2014				25/02/2014					
1.4	Phase 1: Project initiation	Project Preparation	OSM		Complete	Finalise Service Review												
1.5	Phase 1: Project initiation	Project Preparation	OSM/DAAT		Complete	Finalise Options paper section of the service review												
1.6	Phase 1: Project initiation	Project Preparation	DAAT		Complete	Emergency DAAT Board												
1.7	Phase 1: Project initiation	Project Preparation	DAAT/OSM		Complete	Options defined												
1.8	Phase 1: Project initiation	Project Preparation	DAAT/OSM		Complete	Cost impact of options												
1.9	Phase 1: Project initiation	Project Preparation	AB/BPH/RS		Complete	Present Needs Assessment to Lead Members												
1.10	Phase 1: Project initiation	Project Preparation	DAAT		Complete	Disseminate Needs Assessment												
1.11	Phase 1: Project initiation	Project Preparation	OSM/DAAT		Complete	Options Appraisal												Draft 1
1.12	Phase 1: Project initiation	Project Preparation	OSM/DAAT		Complete	Outline re-procured treatment structures												

Phase	Work Stream [Theme]	Responsibility	Critical Dates/Decisions	Status	Activity	Lead Officer	07-Apr	14-Apr	21-Apr	28-Apr	05-May	12-May	19-May	26-May
1.13	Phase 1: Project initiation	Project Administration	DAAT		Emergency DAAT Board		08.04.14							
1.14	Phase 1: Project initiation	Project Administration			Establish Project Board and Project Working Groups									
1.15	Phase 1: Project initiation	Project Administration			Agree Project Delivery Team									
1.16	Phase 1: Project initiation	Project Administration			Establish Meeting dates for Relevant Boards and Team Meetings									
2.1	Phase 2: Project planning	Procurement	OSM/DAAT		Outline service procurement priorities									
2.2	Phase 2: Project planning	Project Consultation			Develop Engagement Plan	NZ								
2.3	Phase 2: Project planning	Project Consultation	DAAT		Provider & Service user Consultation on preferred model	NZ								
2.4	Phase 2: Project planning	Service Premises			Review Treatment Services' Premises Contracts to establish premises strategy & termination notice period required, if necessary & identification of new Service locations									
2.5	Phase 2: Project planning & development	Service Premises			Identify other premises if required									
2.6	Phase 2: Project planning & development	IT			Agree suitable local Service data system and reporting requirements									
2.7	Phase 2: Project planning & development	Contract Development			Agree Contract and specification content requirements									
2.8	Phase 2: Project planning & development	Contract Development	DAAT		Develop Financial Frameworks within agreed budget									
2.9	Phase 2: Project planning & development	Project Administration			Establish project delivery budget & identify financial risks									
2.10	Phase 2: Project planning & development	Contract Development	DAAT		Finalise procurement packages									
2.11	Phase 2: Project planning & development	Contract Development			> Finalise Treatment Option Packages									
2.12	Phase 2: Project planning & development	Contract Development			> Finalise Tier 4 Arrangements									
2.13	Phase 2: Project planning & development	Contract Development			> Finalise Share Care Model									
2.14	Phase 2: Project planning & development	Contract Development	Legal/DAAT		Legal Tests									
2.15	Phase 2: Project planning & development	Contract Development	Pro/DAAT		Procurement Tests									
2.16	Phase 2: Project planning & development													
2.17	Phase 2: Project planning & development	n/a			Purdah									Election
2.18	Phase 2: Project planning & development													
2.19	Phase 2: Project planning & development	Contract Development	DAAT/OSM		Draft Specifications									
2.20	Phase 2: Project planning & development	Contract Development			Develop Method Statements									
2.21	Phase 2: Project planning & development	Contract Development			Develop Performance Monitoring & Reporting Requirements									
2.22	Phase 2: Project planning & development	Contract Development	DAAT/J/P		Verify Specifications and Draft T&C with Legal and Procurement									
2.23	Phase 2: Project planning & development	Project Reporting	DAAT		> Draft report to CMT/DMT/MAB/PAP/Cabinet									
2.24	Phase 2: Project planning & development	Project Reporting			> Draft EqIA for attachment									
2.25	Phase 2: Project planning & development	Project Reporting			> Report to Andy for Clearance					07.05.14				
2.26	Phase 2: Project planning & development	Project Reporting			> Report to DMT Clerk [Publication]						12.05.14			
2.27	Phase 2: Project planning & development	Project Reporting	DAAT		DMT: DAAT Commissioning Intentions						15.05.14 M			
2.28	Phase 2: Project planning & development	Project Reporting			> Report to Robin						15.05.14			
2.29	Phase 2: Project planning & development	Project Reporting			> Report to HoPS [Publication]						n/a			
2.30	Phase 2: Project planning & development	Project Reporting	DAAT		CMT: DAAT Commissioning Intentions									27.05.14 M

Phase	Work Stream [Theme]	Responsibility	Critical Dates/Decisions	Status	Activity	Lead Officer	02-Jun	09-Jun	16-Jun	23-Jun	30-Jun	07-Jul	14-Jul	21-Jul
2.31	Phase 2: Project planning & development	Project Consultation			> Consultation Published									
2.32	Phase 2: Project planning & development	Project Consultation			> Formal Consultation Period [21 Days]									
2.33	Phase 2: Project planning & development	Project Consultation			> Draft Results									
2.34	Phase 2: Project planning & development	Contract Development			Revisions to Model following formal consultation									
2.35	Phase 2: Project planning & development	Project Consultation	DAAT/OSM		Consultation on Model Complete									
2.36	Phase 2: Project planning & development	Project Procurement			Proceed to Procurement Phase									
2.37	Phase 2: Project planning & development	Project Reporting			Competition Board [Runs alongside Cabinet approval process]									
2.38	Phase 2: Project planning & development	Project Procurement	DAAT		Tender Advert and Paperwork Drafted									
2.39	Phase 2: Project planning & development	Project Reporting	DAAT		Papers prepared for Competitions Planning Forum and Board				16.06.14					
2.40	Phase 2: Project planning & development	Project Reporting			Complete tollage 1 form for sign off by Competition Board									
2.41	Phase 2: Project planning & development	Project Procurement			Tender & PQQ Panels Established									
2.42	Phase 2: Project planning & development	Project Procurement			Develop Evaluation Criteria & Scoring Matrix for PQQ									
2.43	Phase 2: Project planning & development	Project Procurement			Advertise Intention to Tender with relevant Materials & PQQ									
2.44	Phase 2: Project planning & development	Project Procurement			Develop Consortium Guidelines									
2.45	Phase 2: Project planning & development	Project Reporting	DAAT		Competition Planning Forum (TG1)				23.06.14					
2.46	Phase 2: Project planning & development	Project Reporting	DAAT		Strategic Competition Board (TG1) - INDEPENDENT DATE FROM CABINET							07.07.14		
2.47	Phase 2: Project planning & development	Project Reporting	DAAT		Cabinet Approval Process									
2.48	Phase 2: Project planning & development	Project Reporting	DAAT		> Report to Andy/Robin/Steve Adams				22.05.14					
2.49	Phase 2: Project planning & development	Project Reporting	DAAT		> Report Deadline to CFO & Legal				02.06.14					
2.50	Phase 2: Project planning & development	Project Reporting	DAAT		> Report Deadline to HoPS									
2.51	Phase 2: Project planning & development	Project Reporting	DAAT		> Report Deadline for Publication				12-13.06.14					
2.52	Phase 2: Project planning & development	Project Reporting	DAAT		MAB: Commissioning Intentions							18.06.14 M		
2.53	Phase 2: Project planning & development	Project Reporting	DAAT		> Report to Andy/Robin/Steve Adams				05.06.14					
2.54	Phase 2: Project planning & development	Project Reporting	DAAT		> Report Deadline to CFO & Legal							16.06.14		
2.55	Phase 2: Project planning & development	Project Reporting	DAAT		> Report Deadline to HoPS							19-20.06.14		
2.56	Phase 2: Project planning & development	Project Reporting	DAAT		> Report Deadline for Publication								26-27.06.14	
2.57	Phase 2: Project planning & development	Project Reporting	DAAT		PAP MEETING 2 July 14							02.07.14		
2.58	Phase 2: Project planning & development	Project Reporting	DAAT		Health & Wellbeing Board: 8 July 14: Commissioning Intentions							08.07.14		
2.59	Phase 2: Project planning & development	Project Reporting	DAAT		Cabinet: Commissioning Intentions							10.07.14 [Deadline: Report]		23.07.14

CRITICAL DATE
(To allow post activities to)

