

APPENDIX 2 DAAT Procurement Timetable V1

Activity		Responsible Officer	Mar-15					Apr-15					May-15					Jun-15					Jul-15					Aug-15					Sep-15					Oct-15					Nov-15					Dec-15					Jan-16					Feb-16					Mar-16				
2.0	Procurement		2	9	16	23	30	6	13	20	27	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	31	7	14	21	28	5	12	19	26	2	9	16	23	30	7	14	21	28	4	11	18	25	1	8	15	22	29	7	14	21	28								
2.1	Cabinet	Commissioner	4th March																																																																
2.2	Call-in period																																																																		
2.3	Tender Panel meets to discuss tender documents	Commissioner																																																																	
2.4	Publish Tender on Portal	Category Manager	16th March																																																																
2.5	Bidders Event	Commissioner																																																																	
2.6	Clarification Process - Questions & Answers	Commissioner, Category Manager																																																																	
2.7	Tendering period	Commissioner, Category Manager																																																																	
2.8	Tender Return Date	Commissioner, Category Manager											27th April																																																						
2.9	Collating Tender Documents	Commissioner, Category Manager																																																																	
2.10	Tender evaluation Process	Commissioner, Evaluation Panel																																																																	
2.11	Shortlisting	Commissioner, Evaluation Panel																																																																	
2.12	Draft Tollgate 2 form in preparation for Competition Planning Board	Commissioner, Category Manager																																																																	
2.13	Invite Organisations to Presentation Session	Commissioner, Category Manager																																																																	
2.14	Interviews/ Presentations	Commissioner, Evaluation Panel																																																																	
2.15	Successful Organisations Selected & Contract Award Recommendation	Commissioner, Evaluation Panel																																																																	
2.16	Finalise Tollgate 2	Commissioner, Category Manager																																																																	
3.0	Governance																																																																		
3.1	Competition Planning Forum (TG2) paper submission deadline	Commissioner, Category Manager																					Papers 29th June																																												
3.2	Competition Planning Forum (TG2)	Commissioner, Category Manager																										6th July																																							
3.3	Initiate activity to finalise and exchange contract document	Commissioner, Legal																															20th July																																		
3.4	Strategic Competition Board (TG2)	Commissioner																															30th July																																		
3.5	DMT - Decision	Commissioner																																				11th August																													
3.6	CMT - Decision	Commissioner																																																																	
3.7	MAB - Decision	Commissioner																																																																	
3.8	PAP	Commissioner																																																																	
3.9	Cabinet - Decision	Commissioner																																																																	
3.10	Call-in period	Commissioner																																																																	
3.11	Intention to Award Letter out	Commissioner, Legal																																																																	
3.12	Standstill Period	Commissioner, Legal																																																																	
3.13	Negotiation	Commissioner, Category Manager, Legal																																																																	
3.14	Confirm Premises Availability	Commissioner, Legal, Asset Management																																																																	
3.15	Contract Award Documents Completed and Dispatched	Commissioner, Legal																																																																	
3.16	Signed Contracts Returned	Commissioner, Legal																																																																	
3.17	Current Suppliers Receive Termination Notice	Commissioner, Legal																																																																	
4.0	Mobilisation																																																																		
4.1	Contract Transition/ Implementation Period Commences	Commissioner, Legal, Providers																																																																	
4.2	TUPE Process and Development of New Staff Teams	Commissioner, Providers																																																																	
4.3	Transfer of Data Systems and Client Files	Commissioner, Providers																																																																	
4.4	Relocation of Premises/ Clinics	Commissioner, Providers																																																																	
4.5	Branding and Launch Event	Commissioner, Providers																																																																	

NB: Dates for CMT, DMT, PAP, MAB and Cabinet are not yet available and were estimated in accordance with 2014/15 dates