APPENDIX 3 - DAAT Procurement Timetable V2														_																						
	Activity	Responsible Officer Mar-15			15		Apr-15		May-15			Jun-15			Jul-15		_	Aug-15		Sep-15		Oct-15		Nov-1	Nov-15		ec-15		Jan-	-16		Feb-16		Mar-16		
2.0	Procurement		2	9 16	5 23	30	6 13 2	20 27	4 :	11 18	25	1 8	15 22	2 29	6 13	20 27	3 10	0 17	24 31 7	14	21 28 5	12 1	.9 26 2	2 9	16 23 3	30 7	14 21	. 28	4 11	18 2	5 1	8 15	22	29 7	7 14 :	21 28
2.1	Cabinet	Commissioner	4th Mar	rch																																
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						27 th	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																																		
	Governance																																			
3.1	Competition Planning Forum (TG2) paper submission deadline	Commissioner, Category Manager												Papers 2	9th June																					\Box
3.2	Competition Planning Forum (TG2)	Commissioner, Category Manager												6th	h July																					\Box
3.3	Initiate activitiy to finalise and exchange contract document	Commissioner, Legal																																		\prod
3.4	Strategic Competition Board (TG2)	Commissioner													2	20th July																				\prod
3.5	Mayor's Executive Decision	Commissioner																																		
3.6	Intention to Award Letter out	Commissioner, Legal																																		
3.7	Standstill Period	Commissioner, Legal																																		\prod
3.8	Negotiation	Commissioner, Category Manager, Legal																																		\prod
	Confirm Premises Availability	Commissioner, Legal, Asset Management																																		
	Contract Award Documents Completed and Dispatched	Commissioner, Legal																																		
3.11	Signed Contracts Returned	Commissioner, Legal																																		
3.12	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																		Le	gal requireme	nt 2 wee	s to transfe													\prod
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																																		
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