

## TIMETABLE FOR OJEU TENDER – OPEN PROCEDURE

<b>Contract Title</b>	Domiciliary Care
<b>Annual Value</b>	£11 -15 million
<b>Contract Duration</b>	5 years and 5 x 12 months
<b>Period of Contract</b>	01/04/2019 to 31/03/2029

	<b>Task</b>	<b>Completion Date</b>	<b>Person Responsible</b>
1	<b>Completion and return of PIA form</b> – will not commence with procurement process unless there is confirmation of budget.	01/10/2018	Contracting Department
2	<b>Issue of OJEU Notice</b> – Ask for electronic requests – monitor by use of ‘interest’ spreadsheet.	01/10/2018	Procurement
3	<b>Develop Tender documentation</b> , inc. scope, specification and evaluation criteria.	ongoing	Contracting Department
4	<b>Issue of Tender Documents</b> via The Chest - Must allow at least 30 days for return of tender.	01/10/2018	Procurement
5	<b>Return of Tender Documents</b> via The Chest – Legal to open seal.	12/11/2018	
6	<b>Tender Evaluation</b> – Use evaluation matrix and award criteria (with weightings) to score providers.	19/11/2018 – 23/11/2018	Contracting Department
7	Issue of Reference Questionnaires – <i>Allow two weeks for return.</i>		Procurement
8	Return of Reference Questionnaires		
9	Financial Checks		Procurement
10	Designated Week for Presentations / Site Visits if required. <i>Only evaluators can be on the panel.</i>		Contracting Department
11	Final Analysis	3/12/2018	Contracting Department
12	<b>Complete and return ODN</b> to Award Contract (PRAD 4) – to be signed by contracting department and Legal officer.	07/12/2018	Contracting Department
13	<b>Award of Contract</b> – Issue successful & unsuccessful letters. Clarify Terms and Conditions with Colin Hughes (unless provider(s) accepts our own). Director of Law, HR & Asset Management to draw up contract.	10/12/2018	ALL
14	<b>Alcatel Ruling, 10 Day stand still</b> – starts midnight after award letters are sent out and ends midnight 10 days later (must end on a working day).	20/12/2018	
15	Award Notice to OJEU (No later than 30 days after contract award)		Procurement
16	Hand Over Period – optional	3 months	
17	Contract Start Date	01/04/2019	