

**Procurement Timeline – Draft – to be confirmed**  
**Procurement Route: Local Tender**

<b>Activity</b>	<b>Responsibility</b>	<b>Completion Date</b>
<b>Pre Tender Stage</b>		
Establish Procurement Project Team	Procurement Lead	w/c 02/09/24
Pre-Tender Engagement – all providers	Project Team	w/c 08/09/24
Agree Service Budget and Commercial Model	Finance Lead	w/c 16/09/24
Complete Review of Service Delivery and Scope of the Contract	Commissioning Lead	w/c 23/09/24
Issue engagement day letter	Procurement Team	w/c 30/09/24
TUPE - Request Provisional Staff List from Incumbent	Commissioning Lead	w/c 01/10/24
Market Engagement Day / Webinar	Project Team	w/c 21/10/24
Agree Tender Documents, Evaluation Criteria, Commercial Schedule and TUPE Provisional Staff List	Project Team	w/c 11/11/24
PID incl. Service Specification, Contracting Model and Procurement Route to relevant committee for review and approval	Project Team	w/c 02/12/24
Update Service Specification and Tender Pack following feedback from committee approval	Commissioning Lead Procurement Lead	w/c 20/01/25
<b>Tender Stage</b>		
Finalise ITT and Publish Tender	Procurement Lead	w/c 03/02/25
Clarification Questions Deadline	Procurement Lead	w/c 10/03/25
ITT Closes	Procurement Lead	w/c 31/03/25
Initial Evaluation Meeting	Procurement Lead	w/c 07/04/25
Bidder Presentation Day	Procurement Lead	w/c 21/04/25
Final Evaluation Meeting	Procurement Lead	w/c 05/05/25
Draft Recommendation Report for Committee Approval	Project Team	w/c 12/05/25
Committee Approval – Recommendation Report	Procurement Lead	w/c 19/05/25
Issue Intent to Award Notification	Procurement Lead	w/c 02/06/25
Standstill Period	Procurement Lead	w/c 02/06/25
Contract Award	Procurement Lead	w/c 23/06/25
<b>Contract Mobilisation Stage</b>		
Instruct Incumbent to Disclose Final Staff List (TUPE) and Employee Liability Information with the Transferee Organisation	Procurement Lead	w/c 23/06/25
Contract Sign-Off	Contracting Lead	w/c 23/06/25
Mobilisation Period	Commissioning Lead	01/07/25 – 31/08/25
Contract Commences	Commissioning Lead / Provider	01/09/25