

APPENDIX 2

Total FM – Indicative Timetable CDwN	DATE
<p>Ex – Ante</p> <p>Service Review Process and Options Appraisal – 4 Months allowed from August 2014 and includes consideration of tacit Client/Contractor split for possible in-house bid.</p> <p>(Note – Any Staff / Client Consultation must be completed before Notice and Documents are issued/finalised.)</p>	August 14
Investment Requirements / Programme Level VFM Assessment	
Commission any supporting reviews - External Parties	
Commission any internal reviews – Internal Parties	
Position on Risks and Liabilities Investments in Service (i.e. Service Development, Pensions and IT)	
Contract Structure including interface with supply chain and other contracting arrangements	
Options Appraisal	
Service Review	
Client /Contractor Split – Position support arrangements to be retained or placed with others	
Soft market Testing /	
Client and External Resources / Budget	
Stakeholder Consultation Requirements; Impact Assessments Consider Social Value Act Strategy	
Staff Consultation	
Any Further Consultation	
Policy Amendments / Agreement	
Outline Evaluation Process	
Consider Consortium/Sub Contractor position	
Finalise Contract/Tender Documents	
Draft Contract Gate 0 Report - Justification of process to be used	
Meet the Supplier – Warm Up Meeting (s)	
Management Approval	Jan 2015
Consider issue of PIN Notice (Market warm up)	
<p>Total FM – Gateway Report – Procurement Strategy Accepted</p> <p>PF/Executive Approval</p> <p>ERPDS – 2/2/15</p> <p>Executive – 11/2/15</p> <p>(Alternative Dates;</p> <p>ERPDS – 18/3/15</p> <p>Executive – 25/3/15)</p> <p>Call-in – By 19/2/15</p>	Feb 2015
Despatch of OJEU – Publication of UK advertisement. (Check Journal copy deadlines)	March 2015
Publish Relevant Documents	
Finalise Evaluation Arrangements and Task Team Membership	

Deadline for Questions	2 weeks before submission
Return of pre-qualification questionnaire (30 Day Minimum)	May 2015
Client References and any Site Inspections as required – Organisation basis –Capacity and Capability	
Complete review of responses and shortlist bidders to enter the CDwN	June 2015
Set up (and Maintain) Data Room	
Despatch of invitation to Participate in CDwN	July 2015
Bidders Successive Stages (as required)to refine/negotiated proposed solutions (first stage must allow minimum of 30 days for response)	
(Envisage 2-3) Stages	
Clarification and Questions	
Initial Submission	October / November 2015
Head Office and Client visits to Test basis of bid	
Bid Clarification Process/Evaluation /Downsizing of list as necessary	
2 nd Submission – (Repeat steps above)	January 2016
Bid Clarification Process/Evaluation/Downsizing of list as necessary	
Issue BAFO (Final Two – maintain commercial tension where possible))	March 2016
Return of BAFO/ Establish Heads of Terms in detail	May 2016
Final Negotiations /Evaluation/Finalise Contract on all substantive issues	September 2016
Assess Readiness to Award	
Financial Close	
Evaluation Award Report – to Management / ERPDS /Executive	October / November 2016
Award Process – including “Stand still” (10 days)	November / December 2016
Any Residual Due Diligence both parties	
Contract Lead in Arrangements Contractor – Including TUPE	
Contract Lead in Arrangements Council_ Including TUPE	
Contract Mobilisation	
Contract Commencement date (Award Notice must be sent within 30 days of Conclusion)	April 2017

Note: the above timetable is predicated on a number of successive rounds of tendering, it could be that the Council could be dealing with five different providers in the final stage. Conversely, there could be limited interest and fewer rounds of tendering and less complex negotiations – so the timetable will always be indicative. However, it provides a realistic view for a complex mix of services and the Council's capacity to manage the change arrangements that will result.