

Appendix A

PROJECT TIMETABLE	Provision of Substance Misuse Service
TYPE OF CONTRACT	Open process (Part B Exempt)
PERIOD OF CONTRACT	3 years with option for annual extensions up to two additional years

TENDER TIMETABLE

ACTION	OPEN PROCESS	
	Date (provisional)	Time Allocated
Prepare Preliminary Estimates Report	June 2015	
Draft Tender Documents. Comprising: MIQ (questionnaire and matrix), ITT (contract and specification(s)), TUPE, Performance Monitoring etc.	<i>Finalise all documents prior to/in advance of tender publication</i> August 2015 The timeline incorporates ongoing engagement with stakeholders	1 month
Advertise Contract on The Chest portal.	Week commencing 7 th September 2015 <i>All tender documents issued</i>	1 day
Provider event?	<i>To be confirmed</i>	

Closing date for questions relating to ITT			
Closing date/time for submission of ITT / Tenders		28 th September 2015	3 weeks (from advertising)
Verification – ‘Remove Seal’			1 day
Evaluate mandatory information on ITT			1 week
Evaluate / Moderate ITTs - Panel			1 week
Inform Short-listed Suppliers			1 day
Presentation & Interview		5 th October 2015	1 week
Final evaluation / Moderation			
SMT			1 day
Award			1 day
Exec Board for information			1 day
Mobilisation period			2 months
Award Contract / Contract start date			1 day
OJEU Award Notice (My Tenders)		Up to 42 days after award	
Internal only:			
1.	Check if successful supplier is set up on Agresso		1 day
2.	Provide client with correct expenditure code		
3.	Provide client with correct ProClass code		

These dates are indicative and are subject to change by the Council