

**OJEU LIGHT TOUCH ONE STAGE TENDER**

<b>Details</b>	<b>Officers Respons</b>	<b>Start Date</b>	<b>Duration</b>	<b>Completed By</b>
<b>Procurement Plan</b>				
<b>Draft Procurement Plan, EIA, PIA &amp; Decision Report</b>	Team		30	
Check whether Light Touch Regime, and if yes obtain CPV code				
<b>Enter Procurement Plan decision on Forward Plan</b>			publish for 28 days	
<b>Final Market Event</b>		08/11/16		
<b>Procurement Plan and Report to CO for comment</b>			5	
<b>Legal, Procurement &amp; Finance comments</b>		10/11/16	5	17/11/16
<b>Service Efficiency Steering Group comments</b>		10/11/16	5	17/11/16
Amendments if required		17/11/16	1	18/11/16
<b>AMT Meeting</b>		n/a		
Papers sent to DMT for consideration		18/11/16		
<b>DMT consideration - could bring forward if comments outside of DMT</b>	DMT	22/11/16	1	
<b>Director &amp; Exec Member decision</b>	Member	30/11/16	1	
<b>Call in period</b>		01/12/16	5 working days	07/12/16
<b>Tender Stage</b>				
Draft OJEU Notice to legal				
Place OJEU Notice		08/12/16		
Place Advert SEBP & Contracts Finder (1 day after OJEU placed)		09/12/16		
<b>Tender open period (absolute minimum 10 days)</b>	Team	09/12/16		20/01/17
Complete TRF1 Form (online)		09/01/17	1	
<b>Last questions from tenderers</b>		09/01/17		
<b>Issue final summary</b>		11/01/17		
<b>ITT return date</b>		20/01/17		
<b>Evaluation</b>				
Put Award Decision on Forward Plan		07/12/17		
<b>Take up references and credit checks</b>		23/01/17		
<b>Initial evaluation</b>	Team	20/01/17	5	03/02/17
<b>Presentations</b>	Team	14/02/17	2	15/02/17

<b>Finalise evaluation</b>	Team	15/02/17	1	
<b>Award Stage</b>				
Draft Award Report	Team		5	
Circulate Award Report to CO		20/02/17	5	21/02/17
<b>Circulate Award Report to legal and finance</b>		22/02/17		01/03/17
<b>Finalise Award Report</b>		02/03/17	1	
DMT papers deadline		<b>03/03/17</b>		
<b>DMT meeting</b>	06-Dec	<b>07/03/17</b>		
CMT papers deadline		<b>08/03/17</b>		
CMT meeting	CMT	<b>15/03/17</b>		
PRG/Exec briefing papers deadline		<b>15/03/17</b>		
Portfolio Review Group		<b>21/03/17</b>		
Executive briefing		<b>28/03/17</b>		
Executive deadline		<b>30/03/17</b>		
Agenda publication		<b>03/04/17</b>		
<b>Executive date</b>		<b>11/04/17</b>		
<b>Overview and scrutiny</b>		<b>12/04/17</b>	5 working days	18/04/17
<b>Finalise and Send out Decline/Award Letters</b>		<b>19/04/17</b>		
<b>*Voluntary OJEU Standstill Period</b>		<b>19/04/17</b>	10 calendar days	01/05/17
Complete Notification of Award (Proc1)				
Publish redacted ITT for transparency on public website				
Send out contract				
Signed under seal				
<b>Contract start date</b>		01/09/17		

*Specific Services above threshold i.e. LTR, the legal position is unclear, but CCS advises standstill to avoid the risk of ineffectiveness. If it's SOSS and below threshold, not LTR, ar*