

## Instructions to Populate the Timeline

**THIS TIMETABLE NEEDS TO BE STARTED AS THE FIRST TASK OF ANY PROJECT.**

1. Add the **project start date** in cell E1. Other dates will be calculated from the date. If tasks in phase 1 have already started or been completed, then the date must reflect when the work actually started.
2. Enter the target contract **commencement date** in cell G1. This is used to calculate when mobilisation needs to start.
3. **Mobilisation Period**  
From the drop down in cell J1, select how many days are required to mobilise prior to contract commencement.
4. The timeline is split up into typical **tasks** required. Some tasks will not be necessary for lower value contracts. Some task will need adding. The list is not exhaustive.
5. Each task has an "**owner**". This should be completed to identify critical dependencies and coordinate workload allocation.
6. Each task has an indicative **number of days** allowed to complete the task. These can be adjusted in column G.

**Note: you Must check that the minimum no. days are added for the tender period.** This may change depending if Planned procurement notices are issued in time. Also these are minimum you may add days.

7. There are a lot of **dates that require confirmation**. These are in **red**. These dates need to be adjusted to suit fixed meetings dates or appointments with other teams.
8. **Note: Adjustment of the fixed red dates will have a knock on effect to other dates, which in turn mean further adjustment.**
9. Note: Changes to dates will automatically move the GANTT chart illustration. Look out for tasks falling over **non-working days**, or popular **holiday periods**, where either colleagues or **Suppliers will not be working**.
10. **Programme Deviation Warning**  
At the bottom of the list. This figure will highlight if the current timeline is **sufficient** or **not** to complete the procurement in time for the required mobilisation. **Note that minimum mobilisation periods apply for TUPE**. If the figure is green, it shows how many slippage days remainin. **If it is in red then it shows how many slippage days you need to cut out.**
11. **Display Week**  
As the project progresses, you may want to see the GANTT chart for the later stages. Simply enter the number of the week in cell E2 to move the chart along
12. **Key Date Table Tab**  
The tab contains a summary table of the key dates that can be copied into other reports or procurement documents.
13. **Task Glossary**  
Contains a more extensive list of tasks that you may want to add to the project as required depending on the complexity or the granularity you require.

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### **14. Progress Tracker**

The sheet can be used to track progress of tasks and the GANTT chart will change colour proportionately. If you want use this, simply enter 0-100 in column D on task row.

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### **Key Dates**

Action	Date
1. Key Decision Entry (Strategy)	
2. Contracts Assurance Board (Strategy)	20 July 2025
3. SLT/Cabinet Member/Cabinet Sign off (Strategy)	27 July 2025
4. Planned Procurement Notice (optional)	28 July 2025
5. Preliminary Market engagement Notice	11 July 2025
6. Tender Notice	16 September 2025
7. Closing date for clarifications	6 October 2025
8. Closing date for submissions	16 October 2025
9. Evaluation of Tenders	2 November 2025
10. Moderation	14 November 2025
11. Award recommendation report	28 November 2025
12. SLT/Cabinet Member (Award)	26 November 2025
13. CAB (Award)	26 November 2025
14. Key Decision Entry (Award)	26 November 2025
15. Assessment Summaries	28 November 2025
16. Contract Award Notice	28 November 2025
17. Standstill Period Ends	9 December 2025
18. Contract Engrossment	23 December 2025
19. Contract Detail Notice	24 December 2025
20. Contract Mobilisation and Implementation	9 December 2025
21. Contract Commencement Date	1 April 2026

**Action List**

Action	By Who	Which Process	View (Int. or Ext)	Phase	Years	Months	Days				
1. SERVICE LEAD attends Drop-In Session	SERVICE LEAD	INFO ONLY	Internal	1. Pre-Procurement							
2. Start to fill in Regulation 84 Report	PROC LEAD	AS REQ 01	Internal	1. Pre-Procurement		0	6				
3. DRAFT Prior Information Notice (PIN)	SERVICE LEAD	AS REQ 02	Internal	1. Pre-Procurement		0	11				
4. APPROVE Prior Information Notice (PIN)	PROC LEAD & SERVICE LEAD	AS REQ 02	Internal	1. Pre-Procurement		0	6				
5. Publish Prior Information Notice (PIN)	PROC LEAD	AS REQ 02	External	1. Pre-Procurement		0	2				
6. Prior Information Notice (PIN) Expiry Date	POTENTIAL SUPPLIERS	AS REQ 02	External	1. Pre-Procurement		0	27				
7. Approval of Procurement Process (and Delegated Authority, where appropriate) by Cabinet	CABINET	AS REQ 03	Internal	1. Pre-Procurement		2	1				
8. DRAFT Procurement Strategy for Contracts Assurance Board (CAB)	SERVICE LEAD	AS REQ 04	Internal	1. Pre-Procurement		3	10				
9. APPROVE Procurement Strategy for Contracts Assurance Board (CAB)	PROC LEAD	CAB	Internal	1. Pre-Procurement		0	11				
10. Contracts Assurance Board (CAB) Approval Received	CAB	AS REQ 04	Internal	1. Pre-Procurement		0	6				
11. DRAFT SQ Document	PROC LEAD	Restricted	Internal	2. Preparation		1	2				
12. DRAFT Specification (& all Supporting Documents)	SERVICE LEAD	ALL	Internal	2. Preparation		3	10				
13. APPROVE SQ Document	PROC LEAD & SERVICE LEAD	Restricted	Internal	2. Preparation		0	6				
14. APPROVE Specification (& all Supporting Documents)	PROC LEAD & SERVICE LEAD	ALL	Internal	2. Preparation		0	6				
15. DRAFT Award Criteria and Weightings	SERVICE LEAD	ALL	Internal	2. Preparation		0	6				
16. DRAFT Terms and Conditions (T&C)	LEGAL	ALL	Internal	2. Preparation		0	11				
17. DRAFT Procurement Documents (i.e., ITT or RfQ, including Pricing Schedule)	PROC LEAD	ALL	Internal	2. Preparation		0	1				
18. APPROVE Award Criteria and Weightings	PROC LEAD & SERVICE LEAD	ALL	Internal	2. Preparation		0	6				
19. DRAFT Find A Tender Notice	PROC LEAD	Open & Restricted	Internal	2. Preparation		0	3				
20. APPROVE Terms and Conditions (T&C)	LEGAL & SERVICE LEAD	ALL	Internal	2. Preparation		0	8				
21. APPROVE Procurement Documents (i.e., ITT or RfQ, including Pricing Schedule)	PROC LEAD & SERVICE LEAD	ALL	Internal	2. Preparation		0	2				
22. APPROVE Find A Tender Notice	PROC LEAD & SERVICE LEAD	Open & Restricted	Internal	2. Preparation		0	1				
23. Publish Find A Tender Notice	PROC LEAD	Open & Restricted	Internal	3. Live/Advertised		0	2				
24. Advertise on Contracts Finder	PROC LEAD	AS REQ 05	Internal	3. Live/Advertised		0	2				
25. Inform Bidders of Opportunity (where known)	SERVICE LEAD	Restricted	Internal	3. Live/Advertised		0	1				
26. Deadline for SQ Questions from Bidders	POTENTIAL SUPPLIERS	Restricted	External	3. Live/Advertised		0	11				
27. Deadline to Provide Answers to Questions from Potential Suppliers	SERVICE LEAD	Restricted	External	3. Live/Advertised		0	3				
28. Draft SQ Evaluation Matrix	PROC LEAD	Restricted	Internal	3. Live/Advertised		0	20				
29. SQ Return Date	POTENTIAL SUPPLIERS	Restricted	External	3. Live/Advertised		1	4				
30. Finalise SQ Evaluation Matrix	PROC LEAD	Restricted	Internal	3. Live/Advertised		0	6				
31. SQ Evaluation	EVALUATION PANEL	Restricted	External	3. Live/Advertised		0	11				
32. Financial Checks Completed	FINANCE TEAM	Restricted	Internal	3. Live/Advertised		0	11				

33.	Short-list Potential Suppliers	PROC LEAD & SERVICE LEAD	Restricted	Internal	3. Live/Advertised		0	1				
34.	Publish or Issue Procurement Documents to Potential Suppliers	PROC LEAD	ALL	External	3. Live/Advertised		0	2				
35.	Inform Potential Suppliers of Opportunity (where known)	SERVICE LEAD	AS REQ 06	Internal	3. Live/Advertised		0	1				
36.	Deadline for Procurement Questions from Potential Suppliers	POTENTIAL SUPPLIERS	ALL	External	3. Live/Advertised		0	0				
37.	Deadline to Provide Answers to Questions from Potential Suppliers	SERVICE LEAD	ALL	External	3. Live/Advertised		0	3				
38.	Draft Procurement Evaluation Matrix	PROC LEAD	AS REQ 07	Internal	3. Live/Advertised		0	1				
39.	Draft Procurement Evaluation Pack	PROC LEAD	AS REQ 08	Internal	3. Live/Advertised		0	1				
40.	Deadline for Submission of Bids	POTENTIAL SUPPLIERS	ALL	External	4. Evaluation		1	1				
41.	Opening of Bids Received and Pass/Fail Check	PROC LEAD	ALL	Internal	4. Evaluation		0	1				
42.	Finalise Procurement Evaluation Matrix	PROC LEAD	AS REQ 07	Internal	4. Evaluation		0	1				
43.	Finalise Procurement Evaluation Pack	PROC LEAD	AS REQ 08	Internal	4. Evaluation		0	1				
44.	Evaluation of Bids Received	EVALUATION PANEL	ALL	External	4. Evaluation		0	6				
45.	Clarification of Bids Received (if required)	PROC LEAD & SERVICE LEAD	ALL	External	4. Evaluation		0	16				
46.	Moderation of Procurement Evaluation (if required)	MODERATION PANEL	ALL	External	4. Evaluation		0	6				
47.	Agree Preferred Supplier	PROC LEAD & SERVICE LEAD	ALL	Internal	4. Evaluation		0	1				
48.	Draft Leaseholder Consultation (S151) Letters	SERVICE LEAD	S151 (S20)	Internal	4.1. Consultation		0	2				
49.	Approve Leaseholder Consultation (S151) Letters	ASSISTANT DIRECTOR	S151 (S20)	Internal	4.1. Consultation		0	2				
50.	Send Leaseholder Consultation (S151) Letters	SERVICE LEAD	S151 (S20)	Internal	4.1. Consultation		0	1				
51.	Start of Leaseholder Consultation (S151) Period (30 days)	LEASE-HOLDERS	S151 (S20)	External	4.1. Consultation		0	3				
52.	End of Leaseholder Consultation (S151) Period	N/A	S151 (S20)	External	4.1. Consultation		0	23				
53.	Draft Response Letters to Leaseholders Addressing Queries during Leaseholder Consultation (S151) Period	SERVICE LEAD	S151 (S20)	Internal	4.1. Consultation		0	2				
54.	Approve Response Letters to Leaseholders Addressing Queries during Leaseholder Consultation (S151) Period	ASSISTANT DIRECTOR	S151 (S20)	Internal	4.1. Consultation		0	2				
55.	Send Response Letters to Leaseholders Addressing Queries during Leaseholder Consultation (S151) Period	SERVICE LEAD	S151 (S20)	Internal	4.1. Consultation		0	1				
56.	End of Period to Address Leaseholder Queries Resulting from Leaseholder Consultation	N/A	S151 (S20)	External	4.1. Consultation		0	6				
57.	Approval of Award(s) (e.g., by Chief Officer, or Cabinet, etc.)	FALSE	AS REQ 09	Internal	5. Diligence		1	0				
58.	Draft Response Letters	PROC LEAD & SERVICE LEAD	ALL	Internal	5. Diligence		0	1				
59.	Approve Response Letters	PROC LEAD	ALL	Internal	5. Diligence		0	2				
60.	Notification of Award(s) (Circulate Response Letters)	PROC LEAD	AS REQ 10	External	5. Diligence		0	1				
61.	Start of Standstill Period (10 days)	N/A	AS REQ 10	External	5. Diligence		0	2				
62.	Request Diligence Information	PROC LEAD	AS REQ 11	Internal	5. Diligence		0	1				
63.	Deadline for Return of Diligence Information	WINNING SUPPLIER	AS REQ 11	Internal	5. Diligence		0	6				
64.	Financial and Diligence Checks Completed (if Single Stage Regulated or Non-Regulated)	NOT REQUIRED	AS REQ 11	Internal	5. Diligence		0	3				

65.	End of Standstill Period	N/A	AS REQ 10	External	5. Diligence		0	9				
66.	Contract Award (Formal Notification to Bidders)	PROC LEAD	ALL	External	6. Contract Award		0	2				
67.	Draft Contract Award Notice	PROC LEAD	AS REQ 12	Internal	6. Contract Award		0	2				
68.	Agree Contract Award Notice	PROC LEAD & SERVICE LEAD	AS REQ 13	Internal	6. Contract Award		0	1				
69.	Publish Contract Award Notice	PROC LEAD	AS REQ 12	Internal	6. Contract Award		0	1				
70.	Complete Regulation 84 Report	PROC LEAD	AS REQ 01	Internal	7. Post-Procurement		0	2				
71.	Pre-Contract Meeting(s)	SERVICE LEAD	AS REQ 14	External	7. Post-Procurement		0	6				
72.	Mobilisation and/or Transition Period	WINNING SUPPLIER	AS REQ 15	External	7. Post-Procurement		0	6				
73.	Initial Comments Received on Contract	WINNING SUPPLIER	AS REQ 16	Internal	7. Post-Procurement		0	6				
74.	Final Preparation and Circulation of Contract	LEGAL	ALL	Internal	7. Post-Procurement		0	6				
75.	Signed Contract Returned (Bond Required)	WINNING SUPPLIER	ALL	Internal	7. Post-Procurement		0	11				
76.	Contract Added to Contract Register	PROC LEAD	ALL	Internal	7. Post-Procurement		0	1				
77.	Contract Start	N/A	ALL	External	8. Contract Management		0	2				
78.	Contract End (EXCLUDING Extension Periods)	N/A	ALL	External	8. Contract Management	0	12	-1				
79.	Contract End (INCLUDING ALL Extension Periods)	N/A	AS REQ 17	External	8. Contract Management	1	0	0				