

APPENDIX C – Procurement Plan

SIL Framework procurement plan				
	Activity	From	To	Duration
Governance				
	Officer approvals - CAB Gate 1 approved		Complete	
	Draft of decision report		Complete	
	Cabinet Member Briefing		Complete	
	H&F Business Board		Complete	
	Briefing to Cabinet		Completed	
	Cabinet	Mon 02 Feb	Mon 02 Feb	1 day
Procurement				
	Prepare Framework Structure and Protocol document	Mon 05 Jan	Fri 16 Jan	2 weeks
	Prepare specification	Thu 20 Nov	Fri 05 Dec	3 weeks
	Prepare Conditions of Contract	Thu 20 Nov	Thu 02 Jan	6 weeks
	Prepare Individual Placement Agreement	Thu 20 Nov	Thu 02 Jan	6 weeks
	Prepare Inter-authority Access Agreement	Thu 20 Nov	Thu 02 Jan	6 weeks
	Prepare Instructions to Tenderers	Thu 20 Nov	Fri 12 Dec	3 weeks
	Review and finalise contract documents	Mon 15 Dec	Fri 19 Dec	1 week
	CapitalEsourcing build	Mon 05 Jan	Fri 16 Jan	2 weeks
	Legal review of documents	Mon 05 Jan	Fri 16 Jan	2 weeks
	Market capacity building session	Mon 26 Jan	Mon 26 Jan	1 day
	Advertise opportunity	Tue 03 Feb	Mon 09 Feb	1 week
	Publish ITT - Tender go live date	Mon 09 Feb	Mon 23 Mar	6 weeks
	Provider information session	Mon 09 Feb	Mon 09 Feb	1 day

	Period for supplier clarifications	Mon 09 Feb	Mon 02 Mar	3 weeks
	Supplier answers deadline	Mon 02 Mar	Mon 09 Mar	4 weeks
	Tender closure / bids submitted	Mon 23 Mar	Mon 23 Mar	1 day
	Evaluation of qualification envelope (inc. Company checks)	Tue 24 Mar	Fri 27 Mar	1 week
	Evaluation of technical and commercial envelope	Mon 30 Mar	Wed 29 Apr	5 weeks
	Prepare for Moderation	Thu 30 Apr	Fri 01 May	2 days
	Moderation	Mon 04 May	Fri 08 May	1 week
	Moderation finalisation	Mon 11 May	Tue 12 May	2 days
	CoCo approval (courtesy)	Wed 27 May	Wed 27 May	1 day
	CAB - Gate 2 Award	Thu 21 May	Thu 21 May	1 day
	Bi-Borough Procurement Board	TBC	TBC	
	LBHF Cabinet Member Decision	Fri 05 Jun	Fri 05 Jun	1 day
	Award notifications	Mon 08 Jun	Mon 08 Jun	1 day
	Optional standstill	Mon 08 Jun	Thu 18 Jun	10 days
	Finalise contract	Mon 08 Jun	Thu 18 Jun	10 days
	Contract issued	Thu 18 Jun	Wed 01 Jul	12 days
	Contract starts	Wed 01 Jul	Wed 01 Jul	1 day