

**City of Westminster, London Borough of Hammersmith and Fulham and Royal Borough of Kensington and Chelsea (Tri Borough)**

**Draft Tender Timetable 1<sup>st</sup> April 2017**

**OPEN PROCEDURE**

	Date	Who	Status
Update meeting to agree Timetable, set out project, including, Objectives and Evaluation Criteria	3 <sup>rd</sup> March 2016	ALL	
Tender Review meeting	21 <sup>st</sup> April 2016	ALL	
Insurer Meetings	April – May 2016	Tri Borough	
Questionnaire FACTFIND issued to Client	1 <sup>st</sup> June 2016	JLT	
Compile draft Tender Document	June 2016 onwards	Tri Borough	
Request confirmed claims experience for Tender as at 01/09/2016 (required by 23/09/2016)	8 <sup>th</sup> August 2016	JLT	
Questionnaire FACTFIND completed by Client	8 <sup>th</sup> August 2016	Tri Borough	
Submit draft OJEU notice to Council	5 <sup>th</sup> September 2016	JLT	
Meeting to agree/ finalise Tender specification	8 <sup>th</sup> September 2016	ALL	
Publish OJEU notice	11 <sup>th</sup> October 2016	Tri Borough	
Tender to market	11 <sup>th</sup> October 2016	Tri Borough	
Tenders back	15 <sup>st</sup> December 2016		
Initial Meeting to form Clarification areas	20 <sup>th</sup> December 2016	ALL	
Evaluate Tenders	15 <sup>th</sup> December 2016 – 30 <sup>th</sup> January 2017	ALL	
Evaluation Report presented to Council	31 <sup>st</sup> January 2017	JLT	
Compliance with Council and Committee award process approval	1 <sup>st</sup> February 2017 – 3 <sup>rd</sup> March 2017	Tri Borough	
Final Decision received from Council	1 <sup>st</sup> March 2017	Tri Borough	
Award decision letters issued	6 <sup>th</sup> March 2017	Tri Borough	
Award Contract	20 <sup>th</sup> March 2017	JLT	
Protocol Meeting with New Insurers	21 <sup>st</sup> March 2017 onwards	ALL	
Cover Incepted	1st April 2017		
Issue contract award notice by	17 <sup>th</sup> April 2017	Tri Borough	