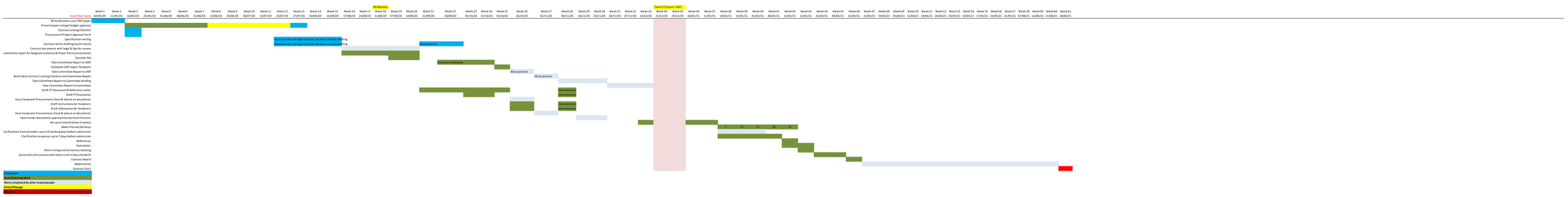
BH Monday
Council Closure + BH's
Week 1 04/05/20
Week 2 11/05/20
Week 3 18/05/20
Week 4 25/05/20
Week 5 01/06/20
Week 6 08/06/20
Week 7 15/06/20
Week 8 22/06/20
Week 9 29/06/20
Week 10 06/07/20
Week 11 13/07/20
Week 12 20/07/20
Week 13 27/07/20
Week 14 03/08/20
Week 15 10/08/20
Week 16 17/08/20
Week 17 24/08/20
Week 18 31/08/20
Week 19 07/09/20
Week 20 14/09/20
Week 21 21/09/20
Week 22 28/09/20
Week 23 05/10/20
Week 24 12/10/20
Week 25 19/10/20
Week 26 26/10/20
Week 27 02/11/20
Week 28 09/11/20
Week 29 16/11/20
Week 30 23/11/20
Week 31 30/11/20
Week 32 07/12/20
Week 33 14/12/20
Week 34 21/12/20
Week 35 28/12/20
Week 36 04/01/21
Week 37 11/01/21
Week 38 18/01/21
Week 39 25/01/21
Week 40 01/02/21
Week 41 08/02/21
Week 42 15/02/21
Week 43 22/02/21
Week 44 01/03/21
Week 45 08/03/21
Week 46 15/03/21
Week 47 22/03/21
Week 48 29/03/21
Week 49 05/04/21
Week 50 12/04/21
Week 51 19/04/21
Week 52 26/04/21
Week 53 03/05/21
Week 54 10/05/21
Week 55 17/05/21
Week 56 24/05/21
Week 57 31/05/21
Week 58 07/06/21
Week 59 14/06/21
Week 60 21/06/21
Week 61 28/06/21
Insert Start Date
Write Business case DMT paper
Present paper and get budget approval
Contract Letting Checklist
Procurement Project Approval Form
Specification writing
Contract terms drafting (comm team)
Contract documents with legal & Ops for review
committee report for delegated authority & Power Point presentation
Consider BIA
Take Committee Report
Complete CMT report Template
Take Committee Report to CMT
Brief LMon Contract Letting Checklist and Committee Report
Take Committee Report to Committee Briefing
Take Committee Report to Committee
Draft ITT Document & Reference Letter
Draft ITT Evaluation
Have Corporate Procurement check & advise on documents
Draft Instructions for Tenderers
Draft information for Tenderers
Have Corporate Procurement check & advise on documents
Have tender documents approved by Assistant Director
Set up an Intend (allow 2 weeks)
Advert Period (30 Days)
Clarifications from providers up to 10 working days before submission
Clarification responses up to 7 days before submission
References
Evaluation
Short Listing and Contract Scoring
Successful and unsuccessful letters and 10 day standstill
Contract Award
Mobilisation
Contract Start
Based on the new Spot Contract we were already drafting
Based on the new Spot Contract we were already drafting
Stakeholders
Present and Amend
AD to present
AD to present
Amendments
Amendments
Amendments
Amendments
Completed
Outstanding Work
Work completed by other teams/people
Delay/Slippage
Future