

Appendix 2 - CSE Services Commissioning Timeline

Action No.	Action / Activity	Start Date	End Date
1.	Present CSE Service report to CYPS DLT	12/04/2018	12/04/2018
2.	Establish Project Team for re-commissioning	13/04/2018	13/04/2018
3.	Draft and Agree Scope for Needs Analysis work to be carried out by a research partner.	13/04/2018	13/04/2018
4.	Develop methodology for scoring RFQ	13/04/2018	20/04/2018
5.	Circulate Request for Quote for research partner	07/05/2018	21/05/2018
6.	Closing date for Requests for Quote	21/05/2018	21/05/2018
7.	Tenders Scored	22/05/2018	25/05/2018
8.	Contract for Needs Analysis work Awarded	01/06/2018	
9.	Work carried out	01/06/2018	30/09/2018
10.	Findings / Needs Analysis / report completed	30/09/2018	
11.	Proposals for re-commissioning developed and initial impact assessment	01/10/2018	31/10/2018
12.	Report to DLT & Cabinet on proposals	01/11/2018	07/11/2018
13.	Full Public Consultation on proposals for revised services	Early November 2018	End of January 2019
14.	Public Consultation findings reported to DLT / Cabinet Including updated impact assessment	Early February 2019	Early February 2019
15.	Service Spec development	February 2019	31/03/2019
16.	Tender Documents Developed	01/04/2019	30/04/2019
17.	Evaluation Criteria / Method Statement Developed	01/04/2019	30/04/2019
18.	Establish if TUPE applies	01/04/2019	30/04/2019
19.	Publish OJEU notice	01/05/2019	
20.	Publish Tender	03/05/2019	+30 days
21.	Tenders opened	02/06/2019	
22.	Tender evaluations, Moderation, Due Diligence	03/06/2019	30/06/2019
23.	DLT / Cabinet reports on outcome of Tender and proposed provider/s	Early July 2019	
24.	Contract Award	Late July 2019	
25.	Standstill Period	Late July 2019	+10 days
26.	Notice of Award	Early August 2019	
27.	Contract Transition	Early August 2019	30/09/2019
28.	New Contract implementation / commencement	01/10/2019	