

PROJECT PLAN (EU OPEN)

Category	CYPS Strategic Commissioning - Child Criminal Exploitation
Project Ref & Title	19-161 Post CSE Support Services
Category Manager	Lorna Byne
Service Lead / Contract Manager	Sean Hill

ACTION	START DATE	NUMBER OF DAYS	END DATE	RESPONSIBILITY	COMPLETE	COMMENTS
COMPLETION OF NEEDS ANALYSIS						
Extend VCS Contracts for CSE Support Services (6 months extension plus 1 month rolling)	06/02/20	227	04/01/2021	Sean Hill	Yes	
Prepare an online questionnaire for public consultation	06/02/20	5	13/02/2020	RMBC Comms	Yes	
Draft questionnaire shared with TRS Reference Group	02/03/20	1	03/03/2020	Sean Hill	No	
Questionnaire approved by DCS	02/03/20	1	03/03/2020	Sally Hodges	No	
Questionnaire launched	03/03/20	20	31/03/2020	RMBC Comms	No	
Improving Lives Select Commission consider CSE Needs Analysis	03/03/20	1	04/03/2020		No	
Questionnaire closes	31/03/20	0	31/03/2020	RMBC Comms	No	
Feedback analysed and added to full Needs Analysis	31/03/20	10	16/04/2020	Jo Smith	No	
PLANNING						
Develop Project Plan	06/02/20	0	06/02/2020		No	
Develop Risk Log	06/02/20	15	27/02/2020		No	
Develop Stakeholder Plan	06/02/20	15	27/02/2020		No	
Develop Cabinet Report and Obtain Approval	10/04/20	30	27/05/2020		No	
Develop Procurement Business Case	01/03/20	15	20/03/2020		No	
Obtain Procurement Business Case Approval	23/03/2020	10	06/04/2020		No	
					No	
					No	
					No	
PREPARATION						
Prepare OJEU PIN	06/02/20	10	20/02/2020		No	
Prepare specification	10/04/20	15	05/05/2020		No	
Determine selection criteria questions	05/05/20	10	19/05/2020		No	
Determine selection criteria evaluation	05/05/20	10	19/05/2020		No	
Determine tender method statement questions	05/05/20	10	19/05/2020		No	
Determine tender evaluation criteria	05/05/20	10	19/05/2020		No	
Determine pricing model	05/05/20	10	19/05/2020		No	
Prepare OJEU Contract Notice	20/05/20	10	04/06/2020		No	
Prepare ITT	20/05/20	10	04/06/2020		No	
Prepare T&C's	20/05/20	10	04/06/2020		No	
Prepare Evaluation Matrix	20/05/20	10	04/06/2020		No	
					No	
					No	
					No	
TENDER						
Submit OJEU Contract Notice for Publication	21/06/20	0	21/06/2020		No	
Upload ITT to YORtender	23/06/2020	0	23/06/2020		No	
Advertise Opportunity on Contracts Finder	23/06/20	0	23/06/2020		No	
Receipt of Tender Queries	23/06/2020	N/A	20/07/2020		No	
Respond to Tender Queries	23/06/2020	N/A	22/07/2020		No	
Bidders Complete ITT	23/06/20	35	28/07/2020	Bidders	No	
Tender Opening	28/07/2020	0	28/07/2020		No	
					No	
					No	
					No	
TENDER'S RECEIVED						
Declaration of Interest Forms Sent and Received	28/07/2020	2	30/07/2020		No	
Procurement Undertake Compliance Check	28/07/2020	3	31/07/2020		No	
Tenders Circulated to Evaluation Panel	03/08/2020	0	03/08/2020		No	
					No	
					No	
					No	
EVALUATION						
Evaluate ITT returns individually - Selection	03/08/20	0	03/08/2020		No	
Moderation - Selection Criteria	04/08/2020	0	04/08/2020		No	
Evaluate ITT Returns Individually - Award	05/08/2020	5	12/08/2020		No	
Moderation - Award Criteria	13/08/2020	2	17/08/2020		No	
Due Diligence	03/09/2020	5	10/09/2020		No	
Prepare Tender Evaluation Report & Approval	11/09/2020	5	18/09/2020		No	
					No	
					No	
					No	
AWARD						
Draft Intent to Award Letters	11/09/2020	5	18/09/2020		No	
Notify successful(intent)/unsuccessful	21/09/2020	0	21/09/2020		No	

Standstill Period	21/09/2020	10	01/10/2020	Bidders	No	
Issue Letter of Acceptance	02/10/2020	0	02/10/2020		No	
Draft Contract Documents	05/10/2020	20	02/11/2020		No	
Contract Documents Signed	03/11/2020	10	17/11/2020		No	
Submit OJEU Contract Award Notice	18/11/2020	30	18/12/2020		No	
Publish Award Decision on Contracts Finder	21/12/2020	0	21/12/2020		No	
Update Contracts Register	21/12/2020	0	21/12/2020		No	
Implementation / Mobilisation	02/10/2020	90	31/12/2020	Bidders	No	
Contract Live	01/01/2021	0	01/01/2021		No	
					No	
					No	
					No	