

Template for Procurement Timetable

Title: Triple A Screening Services

Action	Date from	Date to	No of days needed	Responsibility (e.g. Programme Lead, Procurement, Finance)
Initiation/Approval to Proceed Given <b>(NB Does this have all the necessary approvals documented)</b>			Norcom 10 September	NH/MI
Advertise in OJEU (if applicable)	N/A	N/A		
Advertise on Supply2Health (if applicable)	4 Oct	29 OCT	25 days	DH
Draw up Memorandum of Information (MOI)	17 Sept	1 Oct		DH/ALL
Draw Up Pre Qualification Questionnaire (PQQ)	17 Sept	1 Oct		DH/ALL
Complete (Draft ) Specification	2 June	1 Oct		DH/ALL
Closing Date for Receipt of Expressions of Interest (EOI)	29 Oct			DH
Draw up Evaluation Criteria	17 Sept	1 Oct		DH/ALL
Issue PQQ (To run in parallel) with advert	4 Oct	29 Oct		DH/ALL
Closing date for completed PQQ		29 Oct		DH/ALL
Evaluate returned PQQ	1 Nov	12 Nov		DH/ALL
Issue letters to unsuccessful PQQ	15 Nov	18 Nov		DH
Issue letters to successful PQQ and next stage outlined	15 Nov	18 Nov		DH
Update Specification	1 Oct	19 Nov		DH
Update Evaluation Criteria	15 Nov	19 Nov		DH
Issue ITT with specification & award criteria	22 Nov	17 Dec	27 days	DH
Closing Date for receipt of completed tenders	17 Dec			DH
Take up references/site visits( as appropriate)				
Supplier Presentations (if applicable)				
Undertake commercial evaluation	17 Dec			
Evaluation Meeting (crucial that this takes place as scheduled so deputies must be nominated)	10 Jan	14 Jan		DH
Compile ME/Board report for papers closing date <b>(Norcom meeting 11<sup>th</sup> FEB ????)</b>	14 Jan	11 Feb		DH
Submit to ME/Board <b>NB Any procurement valued in excess of £250K must go to Board (NHS R Board)</b>	22 Feb			DH
Issue Award letter (Alcatel where appropriate)	25 Feb	11 Mar	10 Days (Alcatel) Mandatory	DH
Issue Regret letters (Alcatel where appropriate)	25 Feb	11Mar	10 Days (Alcatel) Mandatory	DH
Debrief as necessary				DH
Contract Award Notice in OJEU (mandatory)	11 Mar	26 Apr	Within 48 days of	DH

Template for Procurement Timetable

Title: Triple A Screening Services

			Contract Award	
Contract Award Notice in Supply2Health	11 Mar	26 Apr		DH
Contract initiation meeting	21 Mar	25 Mar		DH/MI /ALL
Contract commences	1 OCT 2011			DH/MI
Contract monitored				