

East Herts District Council - Leisure Procurement Plan		29-Oct	03-Dec	10-Dec	17-Dec	24-Dec	31-Dec	04-Feb	31-Mar	07-Apr	14-Apr	21-Apr	28-Apr	05-May	12-May	19-May	26-May	02-Jun	09-Jun	16-Jun	23-Jun	30-Jun	07-Jul	14-Jul	21-Jul	28-Jul	04-Aug	11-Aug	18-Aug	25-Aug	
Week Commencing	Task																														
Stage 5	INVITATION TO NEGOTIATE Tender advertised/PQQ circulated PQQ returns Evaluate expressions of interest <i>PTM</i> <i>PTM</i> Meeting to shortlist prospective bidders Contract documentation agreed	31st		14th	21st		21st																								
Stage 6	BID SUBMISSION PROCESS Contract docs sent to bidders Bidders Q&A Site visits Tenderers submit bids							8th	4th			25th																			
Stage 7	BID EVALUATION <i>PTM</i> Evaluate bids Financial modelling Legal mark ups Method statements assessed and scored Selection of (2) bidders for negotiated stage													9th	9th	9th	9th														
Stage 8	CONTRACT NEGOTIATIONS Method Statements tested Mystery visits undertaken Income and expenditure profiles reviewed Risk assessed TUPE review																30th	30th													
Stage 9	BAFO PREPARATION Affordability reviewed and confirmed Production of final method statements Production of BAFO instructions BAFO instructions circulated to bidders BAFO's submitted by tenderers																	6th	6th	6th	6th										
Stage 10	BAFO EVALUATION Evaluation of BAFO's SELECT PREFERRED BIDDER Prepare papers for Scrutiny Community Scrutiny Committee Executive Committee OJEU award notification Alcatel (standstill) period Mobilisation and handover agreed Execute contracts																			27th	1st		11th		22nd		5th	6th		22nd	
Stage 11	CONTRACT MOBILISATION/ CONTRACT COMMENCEMENT																														SEPT DEC