TIMELINE FOR PROCUREMENT OFSERVICE FOR CHILDREN AGED 8-12

ACTIONS	February				March				April			May					June				
	Week 1 3rd	Week 2 10th	Week 3 17th	Week 4	Week 1	Week 2	Week 3 17th		Week 1	Week 2	Week 3 14th	Week 4 21st	Week 1 28th	Week 2 5th	Week 3	Week 4 19th	Week 5 26th	Week 1	Week 2	Week 3 23rd	Week 4 30th
	3ra 4th	10th 11th	17th 18th	24th 25th	<mark>3rd</mark> 4th	10th 11th	17th 18th		31st 1st	7th 8th	14th 15th		28th 29th	6th	12th 13th	19th 20th	26th 27th	2nd 3rd	9th 10th	23rd 24th	50(11
	5th	12th	19th	26th	5th	12th	19th		2nd	9th	16th		30th	7th	14th	20th		4th	10th	25th	
P	6th	13th	20th	27th	6th	13th	20th	27th	3rd	10th	17th	24th	1st	8th	15th	22nd	29th	5th	12th	26th	
	7th	14th	21st	28th	7th	14th	21st	28th	4th	11th	18th	25th	2nd	9th	16th	23rd	30th	6th	13th	27th	
Development of Spec with Members Working Group																					
Development of procurement strategy and spec including price/quality split																					
Equality Impact Assessment																					
Approval of Spec and price/quality evaluation by Members Working Group																					
Approval of Spec at Area Council/agree member rep on Eval Panel																					
Prep of complete tender pack																					
Tender pack completed and checked																					
Place tender advert																					
Market briefing event																					
Answer tech Q's																					
Tender return date																					
Pass/Fail evaluation completed																					
Evaluation panel briefing & eval docs																					
Eval docs return by panel																					
Conclusion meeting with eval panel															_						
Interview invites out																_					
Provider interviews take place/ agree successful provider																					
Tender report and approval to award																					
Standstill period & feedback																					
Finalise outcomes, measures and output targets																					
Issues letters of intent/contract																					
Contract commences																					
Report for information to Area Council				_																	