

## Tender development process – Tidy Team for Hoyland Milton/Rockingham & Darfield/Wombwell tenders

<b>Activity</b>	<b>To be completed by</b>
Development of Specifications with Members Working Groups	28 <sup>th</sup> March 2014
Approval of Specification at Area Council/agree member rep on Evaluation Panel	7 <sup>th</sup> April 2014
Development of procurement strategy and specification, including agreement of price/quality split	17 <sup>th</sup> April 2014
Equality Impact Assessment	17 <sup>th</sup> April 2014
Approval of Specification and price/quality evaluation	17 <sup>th</sup> April 2014
Prep of complete tender pack	17th April
Tender pack completed and checked	17th April
Place tender advert	17th April 2014
Answer technical questions	17th April - 8th May
Tender return date	8th May
Pass/Fail evaluation completed by officers	15th May
Evaluation Panel briefing & evaluation documentation for both panels	22nd May

<b>Activity</b>	<b>To be completed by</b>
Evaluation documents returned by Panel	29th May
Moderation/Conclusion meeting with Evaluation Panel	30th May – Hoyland/Rockingham 2nd June –Darfield/Wombwell
Interview invites out (NPS)	3rd June
Provider interviews take place/ agree successful provider	11th June
Tender report (NPS) and approval to award (Area Team)	13th June
Standstill period & feedback	23rd June
Finalise outcomes, measures and output targets with provider	2nd July
Issues letters of intent/contract (NPS)	7th July
Contract commences	14th July
Report for information to Area Council	5 <sup>th</sup> September