

## Tender development process – Environmental Enforcement

<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	15 <sup>th</sup> April 2014
Equality Impact Assessment	15 <sup>th</sup> April 2014
Approval of Specification and price/quality evaluation	15 <sup>th</sup> April 2014
Prep of complete tender pack	16 <sup>th</sup> April
Tender pack completed and checked	17 <sup>th</sup> April
Place tender advert	22 <sup>nd</sup> April 2014
Answer technical questions	22 <sup>nd</sup> April – 13 <sup>th</sup> May
Tender return date	13 <sup>th</sup> May
Pass/Fail evaluation completed by officers	20 <sup>th</sup> May
Evaluation Panel briefing & evaluation documentation	27 <sup>th</sup> May

<b>Activity</b>	<b>To be completed by</b>
Evaluation documents returned by Panel	3 <sup>rd</sup> June
Moderation/Conclusion meeting with Evaluation Panel	5 <sup>th</sup> June
Tender report and approval to award	12 <sup>th</sup> June
Standstill period & feedback	23 <sup>rd</sup> June
Finalise outcomes, measures and output targets with provider	4 <sup>th</sup> July
Issues letters of intent/contract	7 <sup>th</sup> July
Contract commences	14 <sup>th</sup> July
Report for information to Area Council	5 <sup>th</sup> September