|  |  |  |  |
| --- | --- | --- | --- |
| **Timescales for delivery of the Project including any phasing with milestones** | | | |
| Provide the planned dates by which the project team commit to have each of the completed the tasks listed below including any phasing necessary. The task list details the standard tasks required for procurement activities in line with PCR 2015 procedures. The task list should be amended as required for different procedures. | | | |
| *Key Milestones* | *Deadline* | *Responsibility* | *Estimated City Council Resource Requirement including staff time in implementing business process change (Days)* |
|  |  |  | 1 |
|  |  |  | 1 |
|  |  |  | 1 |
| 1. Finalise specification |  |  | 1 |
| 1. Finalise T&Cs |  |  | 1 |
| 1. Preparation of all required tender documentation |  |  | 8 |
| 1. Prepare Contract Notice |  |  | 1 |
| 1. Approve Contract Notice |  |  | - |
| 1. S20 Initial Notification | 19/11/19 |  | - |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. Publish Contract Notice |  |  | - |
| 1. Issue Tender | 22/1/2020 |  | - |
| 1. Close Tender | 20/02/2020 |  | 1 |
| 1. Evaluate Tender | 20th to 28th February  Moderation meeting 28th February |  | 2 |
| 1. Draft award report for Client approval |  |  | 1 |
| 1. Provisional Award |  |  | - |
| 1. S20 Notification of tenders |  |  | - |
| 1. Client approval to contract |  |  | - |
| 1. Issue Client with link to Procurement Services Satisfaction Survey |  |  | - |
| 1. Completion of Stage 4 Strategy Implementation |  |  | - |
| 1. Compile Contract documentation and issue to Legal |  |  | 2 |
| 1. Bind and Issue Contract for signing (Legal) |  |  | 2 |
| 1. S20 Notification of contract award | 30/3/2020 |  | - |
| 1. Final Contract Award | 30/4/2020 |  | 1 |
| 1. Mobilisation Period required by the Client i.e. 3 / 6 months | 30 days |  | 2 |
| 1. Contract Commences | 29/5/2020 |  | 1 |