

8.2 Procurement Delivery Programme

NO.	TASK	START DATE	END DATE	DURATION (WORKING DAYS)	LEAD	INPUT FROM
	Publish Concession Notice	12/05/2017	12/05/2017	MILESTONE		
1.0	SQ PERIOD					
1.1	SQ submission deadline	13/06/2017	13/06/2017	MILESTONE		
1.2	SQ evaluation period	13/06/2017	28/06/2017	12 DAYS	Savills / Bevan Brittan	ALL
1.3	ITPD shortlist sign off (4-6 bidders)	29/06/2017	29/06/2017	MILESTONE	LBH	
1.4	Design Brief preparation	15/05/2017	23/06/2017	30 DAYS	Tibbalds / PCKO	Savills/ LBH
1.5	Financial proforma and criteria preparation	15/05/2017	23/06/2017	30 DAYS	Savills	G&T / LBH
1.6	ITPD (final version) preparation	15/05/2017	23/06/2017	30 DAYS	Bevan Brittan	Savills / LBH
1.7	Issue final drafts of all ITPD documentation	23/06/2017	23/06/2017	MILESTONE	Bevan Brittan	
1.8	Sign off all documentation required to issue ITPD	29/06/2017	29/06/2017	MILESTONE	LBH	
2.0	ITPD PERIOD					
2.1	Stage 1 ITPD issued to bidders invited to participate in dialogue	30/06/2017	30/06/2017	MILESTONE	LBH	
2.2	Stage 1 Dialogue Period with bidders	10/07/2017	02/08/2017	18 DAYS	Savills / Bevan Brittan	ALL
2.3	Stage 1 ITPD clarification deadline	20/07/2017	20/07/2017	MILESTONE		
2.4	Stage 1 ITPD response submission deadline	11/08/2017	11/08/2017	MILESTONE		
2.5	Stage 1 ITPD evaluation period including clarifications.	14/08/2017	11/09/2017	20 DAYS	Savills / Bevan Brittan	ALL
2.6	ITCD shortlist sign off (2-3 bidders)	11/09/2017	11/09/2017	MILESTONE	LBH	

3.0	ITCD PERIOD					
3.1	Stage 2 ITCD draft preparation and issue for comment	03/07/2017	24/07/2017	15 DAYS	Bevan Brittan	
3.2	Stage 2 ITCD draft - comments to be returned	24/07/2017	14/08/2017	15 DAYS	ALL	
3.3	Stage 2 ITCD draft to be finalised	14/08/2017	04/09/2017	15 DAYS	Bevan Brittan	
3.4	Stage 2 ITCD issued to shortlisted bidders	13/09/2017	13/09/2017	MILESTONE	LBH	
3.5	Stage 2 Dialogue period with bidders	13/09/2017	24/11/2017	53 DAYS	Savills / Bevan Brittan	ALL
3.6	End of Competitive Dialogue	30/10/2017	30/10/2017	MILESTONE		
4.0	ISFT PERIOD					
4.1	ISFT draft preparation and issue for comment	18/09/2017	09/10/2017	15 DAYS	Bevan Brittan	
4.2	ISFT draft - comments to be returned	09/10/2017	16/10/2017	5 DAYS	ALL	
4.3	ISFT draft to be finalised	16/10/2017	30/10/2017	10 DAYS	Bevan Brittan	ALL
4.4	ISFT issued to bidders	24/11/2017	24/11/2017	MILESTONE	LBH	
4.5	ISFT response deadline	07/12/2017	07/12/2017	MILESTONE		
4.6	Tender evaluation period including clarifications	07/12/2017	18/12/2017	10 DAYS	Savills / Bevan Brittan	ALL
4.7	Tender report preparation	01/12/2017	22/12/2017	5 DAYS	LBH	ALL
5.0	COUNCIL APPROVALS					
5.1	Prepare for Council approvals process to appoint (Checkpoint / ED & Cabinet approvals)	06/11/2017	05/01/18	41 DAYS	LBH	
5.2	Approve selection of preferred bidder (Cabinet decision – Cabinet plus call-in period)	17/01/2018	22/01/2018	5 DAYS	LBH	
5.3	Contract documents finalised	17/01/2018	31/03/2018	51 DAYS	Bevan Brittan	
5.4	Standstill period	18/01/2018	26/02/2018	28 DAYS		
5.5	Award	29/01/2018	29/01/2018	MILESTONE	LBH	

