

Appendix A		4-Dec-2016	12-Dec-2016	19-Dec-2016	26-Dec-2016	2-Jan-2017	9-Jan-2017	16-Jan-2017	23-Jan-2017	30-Jan-2017	6-Feb-2017	13-Feb-2017	20-Feb-2017	27-Feb-2017	6-Mar-2017	13-Mar-2017	20-Mar-2017	27-Mar-2017	3-Apr-2017	10-Apr-2017	17-Apr-2017	24-Apr-2017	1-May-2017	8-May-2017	15-May-2017	22-May-2017	29-May-2017	5-Jun-2017	12-Jun-2017	19-Jun-2017	26-Jun-2017	3-Jul-2017	10-Jul-2017	17-Jul-2017	24-Jul-2017	31-Jul-2017
KEY ACTIVITIES																																				
Tender project management																																				
Approval to procure - Forward Plan		Completed																																		
Tender Options Appraisal with Procurement/sign off procurement timetable																																				
First Project Group meeting (further meetings to be scheduled)																																				
Project Initiation documentation to be completed. PID/Options Analysis/Conflict of Interest/Risk Assessment/Social Value/EIA																																				
Budget confirmation																																				
TUPE requirements: meet with HR																																				
Service User Consultation																																				
First meeting to plan and initiate consultation programme (further meetings to be scheduled)																																				
Consultation in schools, and Youth Consortium																																				
Preparation of ITT documents																																				
Draft specification inc needs analysis, KPIs & monitoring																																				
Sign-off of specification at MHRB Board																																				
Develop Method Statement																																				
Draw up evaluation guidance																																				
Confirm financial information & pricing																																				
Confirm sub-contracting/consortia options																																				
Terms & Conditions from Legal Services																																				
Procurement review ITT documentation																																				
Legal Services review ITT documentation																																				
ITT																																				
Advert & OJEU issued																																				
ITT issued																																				
ITT bidder clarification																																				
ITT submission date																																				
Tender Evaluation																																				
Prepare evaluation team																																				
ITT evaluation and interviews																																				
Approval to award/Full Officer DPR																																				
ITT successful/unsuccessful letters issued																																				
10 day standstill period																																				
Contract Award & Implementation																																				
Issue award notice																																				
Issue contract																																				
Implementation/Transition Stage																																				
Contract start from 25th October																																				