

Annex A: Carers Service Open Procedure Procurement Timetable

Carers Service OJEU Open Procedure Timetable	Achieved By
CYC Exec Decision to approve re-commissioning of Carers Services	18/11/2021
SQ, ITT, contract T&C's finalised	Friday 26/11/2021
SQ, ITT docs published on Yortender website	Monday 29/11/2021
SQ & ITT return deadline	12noon Wednesday 5/01/2022
SQ evaluation quality submissions, Financial accounts/References/ H&S policies. Bidders for tender evaluation identified	From 5/01/2022 to 10/01/2022
ITT quality evaluations: evaluate quality method statements, tenderers prices & tenderers clarifications	From 10/01/2022 to 14/01/2022
ITT quality evaluations: Interviews/ presentations	Completed by 13/01/2022
Formal clarifications of bidders responses and recommendation for contract award	Week commencing 17/01/2022
Decision report for contract award Director's approvals obtained	Week commencing 17/01/2022
Standstill period (10 calendar days)	Starts 24/01/2022 Ends: 3/02/2022
Contract Award	4/02/2022
Contract Award Notice published	4/02/2022
Contract Mobilisation period commences	5/02/2022
Contracts signed by appointed Provider/Legal	By no later than 15/02/2022
Contract Mobilisation period ends	31/03/2022
New Service Commences	31/03/2022

Key of Procurement stages:

	Decisions/Approvals to procure and commence procurement exercise – Executive
	Publish Contract Notice and procurement documents onto Yortender website (SQ, ITT docs etc.)
	Evaluation of Selection Questionnaire (SQ) and Invitation to Tender (ITT) submissions
	Recommendations for contract award, Decision Board, Standstill period contract award process
	Contract mobilisation period, TUPE consultation/transfer of staff (if applicable), start date