Adults Community Wellbeing Support Service - Open Procedure Procurement

City of York Council - Adult Social Care

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KEY:

- All Age Commisioning Team
- Procurement
- HR Services
- Provider(s)
- Legal Services (including Property Legal)
- Directorate Approvals/ Project Boards

Project Start Date: 15/11/2023

Project Lead: Caroline Billington

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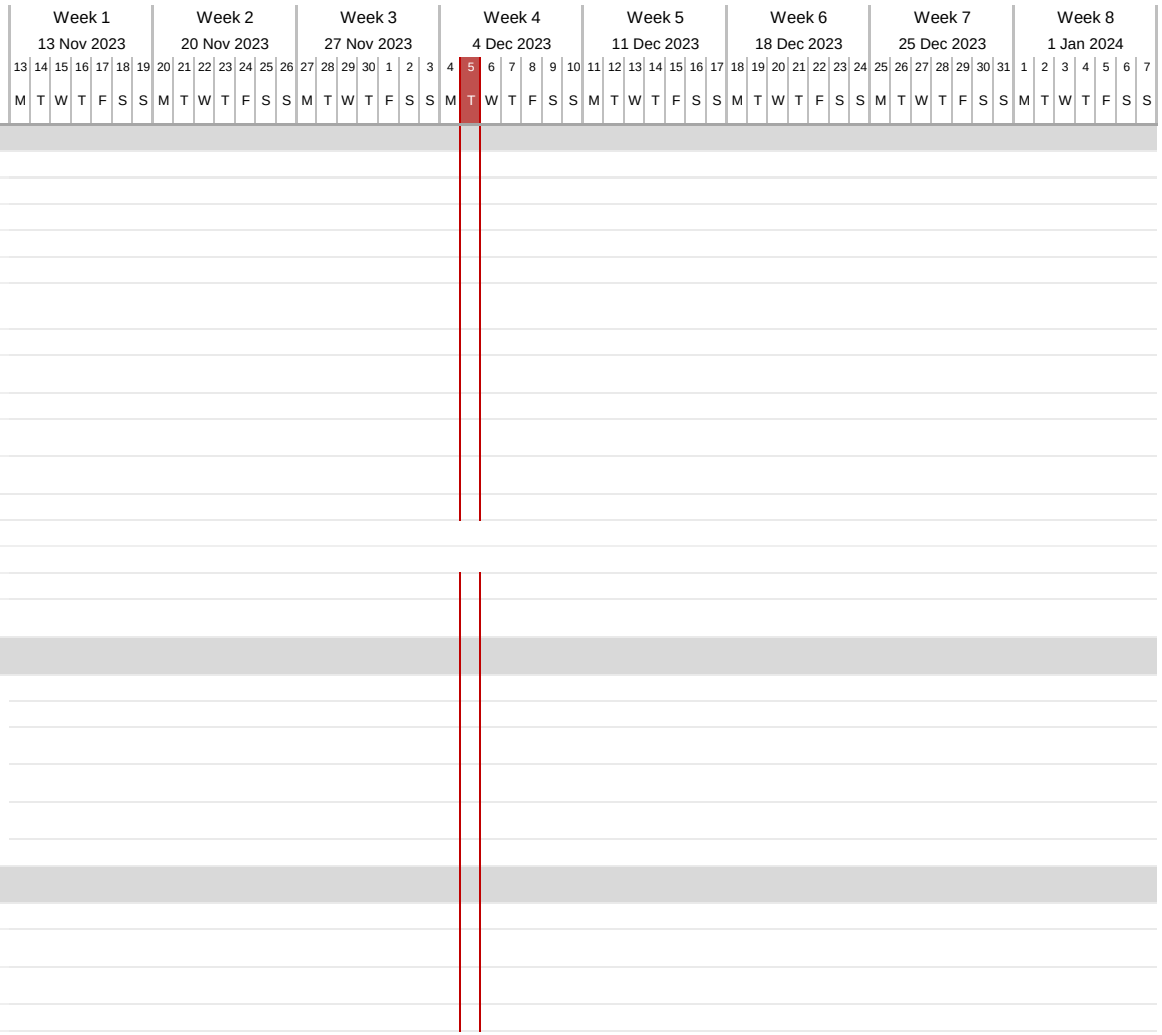
WBS	TASK	LEAD	START	END	% DONE	WORK DAYS
1	**Pre-Procurement stage**			-		-
1.1	Develop PID / Business Case				0%	
1.14	Agenda for Executive				0%	-
1.15	Date of Executive				0%	-
1.16	Decision from Executive				0%	-
2	**Specification development**				0%	-
2.1	Compile analysis of engagement with customers, stake holders				0%	-
2.2	Develop specification, KPIs/Performance Measures				0%	-
2.3	Specification sign-off (from ASC Director's / Project Board)				0%	-
3	**Procurement Process**				0%	-
3.1	Review Procurement route options and timetable approval		09/01/2024	15/01/2024	0%	5
3.2	Develop SQ (Selection Questionnaire) including service specific technical questions		15/01/2024	22/01/2024	0%	6
3.3	SQ signed-off		23/01/2024	23/01/2024	0%	1
3.4	Develop Invitation to Tender Docs (ITT)		23/01/2024	14/02/2024	0%	17
3.5	ITT evaluation criteria/methodology/price schedules		23/01/2024	14/02/2024	0%	17
3.6	ITT document signed off		15/02/2024	15/02/2024	0%	1
3.7	Contract Notice published on Find a Tender website		18/02/2024	18/02/2024	0%	0
3.8	SQ, ITT documents published on Yortender website (available to download from Yortender)		18/02/2024	18/02/2024	0%	0
3.9	SQ & ITT return deadline		01/04/2024	01/04/2024	0%	1
3.10	Evaluate SQ's		02/04/2024	16/04/2024	0%	11
3.11	Identify non compliant submissions from SQ evaluation to remove from evaluation		02/04/2024	16/04/2024	0%	11
3.12	Vetting of tenderers that achieve minimum SQ standards: Refs, H&S, Financial Accounts		02/04/2024	16/04/2024	0%	11
3.13	Evaluate shortlist ITT quality submissions (Evaluation Panel members)		19/04/2024	23/04/2024	0%	3
3.14	Tenderers interview/presentations - quality evaluations		26/04/2024	28/04/2024	0%	1
3.15	Evaluate Tenderers Presentation (Evaluation Panel members)		28/04/2024	28/04/2024	0%	0
3.16	Evaluation of Tenderers Prices		29/04/2024	29/04/2024	0%	1
3.17	Recommendation for the contract award by Project Team		01/05/2024	01/05/2024	0%	1
3.18	Decision report completed and issued to CYC Decision Boards to approve recommendation		04/05/2024	06/05/2024	0%	1
3.19	Approvals obtained from Project Board/Executive		07/05/2024	08/05/2024	0%	2



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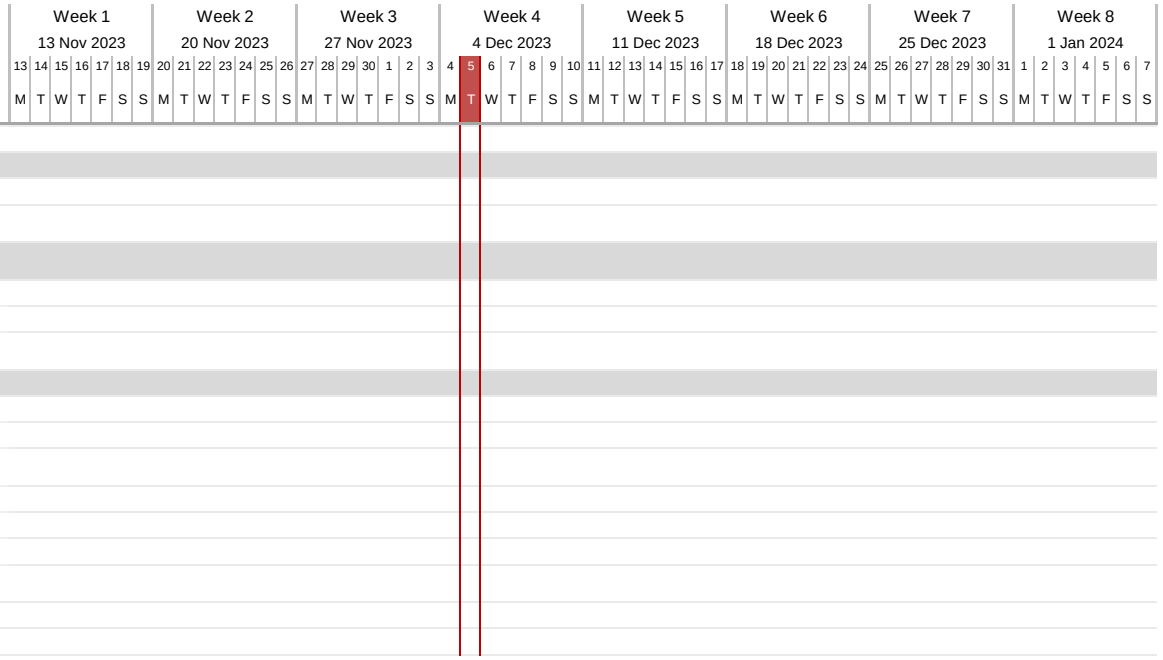
WBS	TASK	LEAD	START	END	% DONE	WORK DAYS
4	**Legal**				0%	-
4.1	Contract terms & conditions developed				0%	-
4.2	TUPE information obtianed from current suppliers				0%	-
4.3	TUPE information complete and ready to be sent with ITT				0%	-
4.4	Contract terms & conditions & TUPE ready to issue with ITT				0%	-
5	**Contract Award**				0%	-
5.1	Contract Award report approvals obtained		07/05/2024	15/05/2024	0%	7
5.2	Governance procedures - Call In Members/Key Decision - Forward Plan		07/05/2024	15/05/2024	0%	7
5.3	Standstill Period (Contract Award stage)		18/05/2024	28/05/2024	0%	7
5.4	Inform successful and unsuccesful tenderer(s)		29/05/2024	03/06/2024	0%	4
5.5	Contract Award Notice published on Find a Tender		29/05/2024	29/05/2024	0%	1
5.6	Contracts signed by successful tenderer(s) and sealed by Legal				0%	-
6	**Contract Mobilisation**	**3 months**			0%	-
6.1	Contract Mobilisation meetings		01/06/2024	30/06/2024	0%	20
6.2	TUPE Transfer (between providers)				0%	-
6.3	Contract Management meetings schedule/attendance confirmed				0%	-
6.4	Contract Start date		31/07/2024		0%	-
6.5	Ongoing Contract Management					-