

Reablement Service - Open Procedure Procurement

City of York Council - Adult Social Care

KEY:

Adult Social Care Commissioning and Contracts Team
Procurement
HR Services
Provider(s)
Legal Services
Chief Executive/ Project Boards

Project Start Date	22/11/22	10
Project Lead	Judith Culleton	

WBS	TASK	LEAD	START	END	% DONE	WORK DAYS
1	Pre-Procurement stage			-		-
1.1	Forward Plan - submit proforma by 12 July 2023 (Forward plan published 14.08.2023) - Executive 14th September 2023 - none in Aug		15/07/23	15/07/23	0%	
1.2	Develop PID / Business Case (steps 1.2 - 1.5 by 19/07/2023)		12/07/23	19/07/23	0%	
1.3	Compile analysis of engagement with customers, stake holders (results from survey)		12/07/23	19/07/23	0%	
1.4	Project Man docs: Risk log / Communication Plan / Equality Impact		12/07/23	19/07/23	0%	
1.5	Develop first draft of service specification and Key Performance Indicators		21/06/23	19/07/23	0%	21
1.6	Send to Head of Commissioning for review		19/07/23	19/07/23	0%	1

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1.7	Head of Commissioning seek approval from Director (Jamaila Hussian)		20/07/23	21/07/23	0%	2
1.8	Send finalised reports to DMT		25/07/23	26/07/23	0%	
1.9	Present to DMT for approval		02/08/23	02/08/23	0%	1
1.10	Complete any amendments, recommendations		03/08/23	09/08/23	0%	5
1.11	Report deadline for PHCMT		09/08/23	09/08/23	0%	1
1.12	Agenda for PHCMT		10/08/23	10/08/23		1
1.13	Date of PHCMT		15/08/23	15/08/23	0%	1
1.14	Report deadline for Executive		01/09/23	01/09/23	0%	1
1.15	Agenda for Executive		06/09/23	06/09/23	0%	1
1.16	Date of Executive		14/09/23	14/09/23	0%	1
1.17	Decision from Executive		15/09/23	15/09/23	0%	1
2	Specification development				0%	-
2.1	Compile analysis of engagement with customers, stake holders		26/06/23	15/07/23	0%	15
2.2	Develop specifications, KPI		12/07/23	30/08/23	0%	36
2.3	Specification sign-off (from ASC Director's / Project Board)		01/09/23	08/09/23	0%	6
3	Procurement Process				0%	-
1.19	Providers Market Engagement Event		19/09/23	19/09/23	0%	1
1.20	Review Procurement route options and timetable approval		18/09/23	18/09/23	0%	1
1.21	Develop SQ (Selection Questionnaire) & shortlisting technical questions		19/09/23	26/09/23	0%	6
1.22	SQ signed-off - Project Team					-
1.23	Develop Invitation to Tender Docs (ITT)		27/09/23	10/10/23	0%	10
1.24	ITT evaluation criteria/methodology/price schedules		27/09/23	10/10/23	0%	10

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1.25	ITT document signed off		11/10/23	11/10/23	0%	1
3.7	Contract Notice published on Find a Tender website		12/10/23	12/10/23	0%	1
3.8	SQ, ITT documents published on Yortender website (available to download from Yortender)		12/10/23	14/11/23	0%	24
3.9	SQ & ITT return deadline		14/11/23	14/11/23	0%	1
3.10	Evaluate SQ's		15/11/23	22/11/23	0%	6
3.11	Identify non compliant submissions from SQ evaluation to eliminate from evaluating their tender quality submissions		15/11/23	22/11/23	0%	6
3.12	Vetting of tenderers that achieve minimum quality SQ threshold: Refs, H&S, Financial Accounts		15/11/23	22/11/23	0%	6
3.13	Evaluate shortlist ITT quality submissions (Evaluation Panel - Procurement to advise if any queries)		23/11/23	27/11/23	0%	3
3.14	Tenderers interview/presentations - quality evaluations				0%	-
3.15	Evaluate Tenderers Presentation (Evaluation Panel - Procurement to advise if any queries)					-
3.16	Evaluation of Tenderers Prices		28/11/23	28/11/23	0%	1
3.17	Recommendation for the contract award by Project Team				0%	-
3.18	Decision report completed and issued to CYC Decision Boards to approve recommendation				0%	-
3.19	Approval obtained from CYC Project Board/Executives				0%	-
4	Legal				0%	-
4.1	Contract terms & conditions developed		19/09/23	11/10/23	0%	17
4.2	TUPE information obtained from current suppliers		19/09/23	11/10/23	0%	17
4.3	TUPE information complete and ready to be sent with ITT		11/10/23	11/10/23	0%	1
4.4	Contract terms & conditions & TUPE ready to issue with ITT		11/10/23	11/10/23	0%	1
5	Contract Award				0%	-

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5.1	Contract Award report approvals obtained				0%	-
5.2	Governance procedures - Call In Members/Key Decision - Forward Plan				0%	-
5.3	Standstill Period (Contract Award stage)		06/12/23	17/12/23	0%	8
5.4	Inform successful and unsuccessful tenderer(s)		20/12/23	20/12/23	0%	1
5.5	Contract Award Notice published on Find a Tender		21/12/23	21/12/23	0%	1
5.6	Contracts signed by tenderer(s) and sealed by Legal				0%	-
6	Contract Mobilisation				0%	-
6.1	Contract Mobilisation	3 - 5 months				
6.2	Meetings regarding contract				0%	-
6.3	TUPE Transfer (between providers)		02/01/24	31/03/24	0%	64
6.4	Contract Start date		01/04/24	31/03/27	0%	783
6.5	Ongoing Provider Contract Management					-