City of York Council - Adult Social Care

KFY.

NET.
All Age Comminsioning Team
Procurement
HR Services
Provider(s)
Legal Services
Directorate Approvals/ Project Boards

	Project Start Date	30/10/2023		1		Week 1 Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
	Project Lead	Judith Culleton			-	30 Oct 2023 6 Nov 2023	13 Nov 2023	20 Nov 2023	27 Nov 2023	4 Dec 2023	11 Dec 2023	18 Dec 2023
	,					30 31 1 2 3 4 5 6 7 8 9 10 11	12 13 14 15 16 17 18		27 28 29 30 1 2 3	4 5 6 7 8 9 10	11 12 13 14 15 16 17	18 19 20 21 22 23 24
WBS	TASK	LEAD STAR	T END		WORK DAYS	M T W T F S S M T W T F S	S M T W T F S	S M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S	M T W T F S S
1	Pre-Procurement stage		-		-							
	Forward Plan - submit proforma by 12 July 2023 (
1.1	Forward plan published 14.08.2023) - Executive 14th September 2023 - none in Aug	15/07/2	23 15/07/2023	0%								
1.2	Develop PID / Business Case	12/07/2	23 19/07/2023	0%								
1.16	Date of Executive		23 12/10/2023		1							
1.17	Decision from Executive		23 12/10/2023		1							
2	Specification development			0%								
	Compile analysis of engagement with customers, stake											
2.1	holders			0%	-							
2.2	Develop specification, KPIs/Performance Measures	01/12/2	23 30/01/2024	0%	43							
2.3	Specification sign-off (from ASC Director's / Project Board)	31/01/2	24 31/01/2024	0%	1							
3	Procurement Process			0%	-							
3.1	Review Procurement route options and timetable approval	30/10/2	31/01/2024	0%	68							
3.2	Develop SQ (Selection Questionnaire) including service specific technical questions	01/02/2	09/02/2024	0%	7							,
3.3	SQ signed-off	09/02/2	24 09/02/2024	0%	1							
3.4	Develop Invitation to Tender Docs (ITT)	12/02/2	24 23/02/2024	0%	10							
3.5	ITT evaluation criteria/methodology/price schedules	12/02/2	24 23/02/2024	0%	10							
3.6	ITT document signed off	26/02/2	24 26/02/2024	0%	1							
3.7	Contract Notice published on Find a Tender website	27/02/2	27/02/2024	0%	1							
3.8	SQ, ITT documents published on Yortender website (available to download from Yortender)	27/02/2	24 03/04/2024	0%	27							
3.9	SQ & ITT return deadline	03/04/2	24 03/04/2024	0%	1							
3.10	Evaluate SQ's		24 12/04/2024		7							
	Identify non compliant submissions from SQ evaluation											
3.11	to remove from evaluation	15/04/2	17/04/2024	0%	3							
3.12	Vetting of tenderers that achieve minimum SQ standards: Refs. H&S. Financial Accounts	03/04/2	24 12/04/2024	0%	8							
3.13	Evaluate shortlist ITT quality submissions (Evaluation Panel - Procurement to advise if any queries)	04/04/2	24 12/04/2024	0%	7							
3.14	Tenderers interview/presentations - quality evaluations	15/04/2	24 17/04/2024	0%	3							
	Evaluate Tenderers Presentation (Evaluation Panel -											
3.15	Procurement to advise if any queries)	18/04/2	19/04/2024	0%	2							
3.16	Evaluation of Tenderers Prices	22/04/2	23/04/2024	0%	2							
3.17	Recommendation for the contract award by Project Team	24/04/2	24/04/2024	0%	1							
3.18	Decision report completed and issued to CYC Decision Boards to approve recommendation	25/04/2	24 26/04/2024	0%	2							
3.19	Approvals obtained from Project Board/Executive	29/04/2	24 30/04/2024	0%	2							
4	Legal			0%	-							
•	g											

	Project Start Date	30/10/2023			1		Week 1 Week 2 Week 3 Week 4 Week 5 Week 6 Week 7 Week 8
	Project Lead	Judith Culleton					30 Oct 2023 6 Nov 2023 13 Nov 2023 20 Nov 2023 27 Nov 2023 4 Dec 2023 11 Dec 2023 18 Dec 2023 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
WBS	TASK	LEAD	START	END		WORK DAYS	M T W T F S S M T W T T F S S M T W T F S S M T W T T F S S M T W T T F S S M T W T T F S S M T W T
4.1	Contract terms & conditions developed	0	01/02/2024	26/02/2024	0%	18	
4.2	TUPE information obtianed from current suppliers	3	80/10/2023	12/02/2024	0%	76	
4.3	TUPE information complete and ready to be sent with ITT	1	15/02/2024	16/02/2024	0%	2	
4.4	Contract terms & conditions & TUPE ready to issue with ITT	2	26/02/2024	26/02/2024	0%	1	
5	Contract Award				0%	-	
5.1	Contract Award report approvals obtained	0	01/05/2024	01/05/2024	0%	1	
5.2	Governance procedures - Call In Members/Key Decision - Forward Plan	0:	02/05/2024	10/05/2024	0%	7	
5.3	Standstill Period (Contract Award stage)	1:	13/05/2024	23/05/2024	0%	9	
5.4	Inform successful and unsuccesful tenderer(s)	2-	24/05/2024	24/05/2024	0%	1	
5.5	Contract Award Notice published on Find a Tender	2	24/05/2024	24/05/2024	0%	1	
5.6	Contracts signed by tenderer(s) and sealed by Legal	2	27/05/2024	31/05/2024	0%	5	
6	Contract Mobilisation				0%	-	
6.1	Contract Mobilisation	4 months 0	01/06/2024	30/09/2024	0%	86	
6.2	Meetings regarding contract management/mobilsation	0	01/06/2024	30/09/2024	0%	86	
6.3	TUPE Transfer (between providers)	0	01/06/2024	30/09/2024	0%	86	
6.4	Contract Start date	0	01/10/2024	01/10/2024	0%	1	
6.5	Ongoing Provider Contract Management					-	