

## BURY COUNCIL

**Timetable:** - Single Stage Quotation using Open Procedure

**Contract For:** Provision of a review of the Joint Strategic Needs Assessment

**Date:** 3 July 2014

**Value of Contract:** To be determined; any value over £25,000 **must** be put out to open advert in accordance with Contract Procedure Rules

**Contract Period:** Not applicable – one off piece of work

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| Completion of tender documentation including the specification  | Week Ending Friday 11 July 2014                  |
| Report for approval to SMT  | Monday 14 July 2014                              |
| Placing of Advert on The Chest  | Week Commencing Monday 14 July 2014              |
| Response to questions submitted by potential bidders through The Chest                                  | Between Monday 14 July and Tuesday 5 August 2014 |
| Closing Date for Expressions of Interest  | 5.00pm on Tuesday 5 August 2014                  |
| Closing Date for Receipt of Tenders   | 12.00 pm on Monday 11 August 2014                |
| Tender Analysis of the quality aspect of the bid to be completed by individual members Evaluation Panel | Week Ending Friday 5 September 2014              |
| Meeting of the Evaluation Panel to moderate individual scores to an agreed consensus                    | Tuesday 9 September 2014                         |
| Interviews with short-listed organisations  | Friday 19 September 2014                         |
| Recommendation of Award   | Week Commencing Monday 22 September 2014         |
| Operational Decision Form to be Signed by appropriate Chief Officer                                     | Week Commencing Monday 22 September 2014         |
| Confirmation Letter to successful bidder  | Week Commencing Monday 22 September 2014         |

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| Letter to unsuccessful bidders   | Week Commencing Monday 22 September 2014  |
| Pro Forma Document to Legal re: Award – Dependent upon option chosen if the value of the contract is less than £75000 then it will not require an officially signed contract; however which ever option is selected the wording in the opposite box <b>must</b> be adhered to: | <b>No contract should commence without exchange of signed documents by both Council and the successful bidder</b> |
| Contract Commences   | Wednesday 1 October 2014  |
| Review work undertaken – a Contract Manager should be identified to manage the process to ensure that the required deadlines are and to curtail any opportunity for “scope creep” by the appointed bidder  | Between October 2014 and March 2015   |
| Submission of final report   | Prior to 31 March 2015  |

Proposed Evaluation Panel

RS – Russell Starkie, Principal Procurement & Project Planning Officer