

Appendix 1

Proposed Timetable Investment, Actuarial and Benefit Consultancy Contract Procurement - <u>Draft</u>		
Description	Timeline/Dates	Comments
Approval for procurement strategy		
Department consultation / preparation of documents for mini competition	By end August 2015	
Publish invitation to tender (ITT) for mini competition <i>Under framework 3-4 weeks necessary</i>	Thursday 3 September 2015 (4 weeks)	Need to consider if there are any additional requirements to the standard specification?
Bids Returned	Thursday 1 October 2015 (subject to change)?	
Evaluate Tenders and Presentations from bidders. Determine preferred bidder. Refer to Finance/Legal Make award recommendation	Thursday 1 October 2015 to Thursday 22 October 2015	
Report to the Chief Finance Officer and Pension Committee	22 October to 30 October 2015	
Notice of Award 10 Day Cooling Off (<i>10 calendar days if award notification via email and must end on a working day 15 days if via letter</i>)	Thursday 30 October 2015 (10 days ends Monday 9 November 2015)	
Mobilisation Period	9 November – 30 November 2015	Need to consider if this amount of time is needed, and how much handover is planned.
Contract Start	1 December 2015	

Key dates

Sample dates – subject to change