

Appendix A – Procurement Timetable

Main Tasks	From / To	
Draft Committee Report (5 weeks)	24.04.17	29.05.17
Draft ITT / Specification Document (6 weeks)	24.04.17	01.06.17
Draft PAB Report (7 weeks)	24.04.17	11.06.17
Draft Contract (4 weeks)	02.06.17	03.07.17
Procurement Advisory Board (PAB)	05.06.17	19.06.17
ETS Committee	10.05.17	27.06.17
Committee (allow 7 days after committee for calling back)	28.06.17	06.07.17
ITT advertised (30 days)	07.07.17	07.08.17
ITT Evaluation: Individual Scoring	08.08.17	11.08.17
ITT Evaluation: Moderation Meeting	11.08.17	
ITT Evaluation: Presentations / technical demonstrations	14.08.17	18.08.17
ITT Evaluation: Evaluation Report / Executive Director Approval	21.08.17	25.08.17
Financial Appraisals	08.08.17	18.08.17
ICT Pre - CAB / CAB (2 weeks)	29.08.17	12.09.17
- 29/8: Pre-CAB Meeting		
- 11/9: Q&A info into business change document		
- 12/9: CAB Meeting		
Contract Award/Reject letters	13.09.17	
Standstill period (10 days statutory if OJEU)	14.09.17	25.09.17
Contract formation (2 weeks)	26.09.17	06.10.17
Contract Start Date	09.10.17	
Installation (5 months 3 weeks lead in) (9 days short of 6 months)	09.10.17	31.03.18

