

## Procurement Project Plan

<b>Project</b>	Home to School Transport Lot 1 & 2 Only			
<b>Tender Reference</b>				
<b>Procurement Lead</b>	Humphrey Natala			
<b>Client</b>	Steve Healey			
<b>Contract Value</b>	£1,048,473.00			
<b>Contract Term</b>	3 Years			
<b>Contract Start</b>	1st September 2010			
<b>Works/Services/Supply</b>	Transport			
<b>TUPE Consultation Period</b>				
<b>Benefits Sought</b>	Value For Money			
<b>EU Tender</b>				
<b>Open or restricted procedure</b>	Restricted			
<b>Advertised</b>				
<b>Evaluation Team</b>				
<b>Winning Contractors details</b>				
<b>Nationality</b>				
<b>Published Award Notice on OJEU</b>				
<b>Listed details on Contract Register</b>				
<b>Action</b>	<b>Duration (Days)</b>	<b>Personnel</b>	<b>Proposed</b>	
<b>Finalise negotiations with companies re: lot 3 &amp; 4: Develop Advert and Service Overview</b>		<b>C/P</b>	<b>12/02/2010</b>	Fri
<b>Place Advert</b>	3	P	15/02/2010	Mon
<b>Closing Date of Advert/PQQ</b>	<b>37</b>	<b>P</b>	<b>24/03/2010</b>	Wed
<b>Funding Approval</b>	1	C	22/03/2010	Mon
<b>Evaluate PQQ and send PQQ financials to Finance</b>	14	C/P	07/04/2010	Wed
<b>Issue Tender/unsuccessful letters (40 days)</b>	<b>1</b>	<b>P</b>	<b>08/04/2010</b>	Thu
<b>Tender Return Date</b>	<b>40</b>	<b>P</b>	<b>18/05/2010</b>	Tue
<b>Last Date for Tenderer's Questions</b>	7	C/P	04/05/2010	Tue
<b>Send out answers to Tenderer's Questions</b>	7	P	11/05/2010	Tue
<b>Tenders Opened</b>	1	P	12/05/2010	Wed
<b>Evaluate Tenders</b>	14	C/P	26/05/2010	Wed
<b>Supplier Presentations and Clarification</b>	<b>7</b>	<b>C/P</b>	<b>02/06/2010</b>	Wed
<b>Rejection/Award Letters Issued</b>	1	P	03/06/2010	Thu
<b>Debriefs (if requested) by</b>	3	C/P	11/06/2010	Fri
<b>Mandatory Standstill Period</b>	11	P	14/06/2010	Mon
<b>Issue of Order/contract, acceptance letter and promotion of contract</b>	<b>1</b>	<b>P</b>	<b>15/06/2010</b>	Tue
<b>OJEU Award Notice</b>	1	P	<b>16/06/2010</b>	Wed
<b>Update Savings Report / Contract Register</b>	0	P	16/06/2010	Wed
<b>Issue Contractor feedback form and Client Feedback form</b>	0	P	16/06/2010	Wed
<b>Contract Start Date</b>	<b>30</b>	<b>C/P</b>	<b>16/07/2010</b>	Fri

**ideal end of alcatel is 30th June**