

Appendix 2 - Housing IT System - Draft Procurement Plan

Ref	Activity	Responsible	Duration	End Date	Notes	RAG
Initial Preparation						
	Register item on forward plan for Cabinet	MA		31-Mar	Complete	G
	Agree time input required from Elevate	MA / EB		31-Mar	Complete	G
Develop and Approve Procurement Strategy						
	Draft Procurement Strategy developed	MA		25-Mar	Complete	G
	Strategy reviewed / refined by Procurement	EB		28-Mar	Complete	G
	First version of Procurement Strategy issued for comments	MA		29-Mar	Complete	G
	Procurement Strategy - Legal / Financial Comments	Legal / Proc	5 days	04-Apr	Complete	G
	Procurement Strategy submitted to Procurement Board	MA		07-Apr	Complete	G
	Procurement Board	MA		11-Apr	Approved	G
	Procurement Strategy submitted to CSG	MA		14-Apr	Complete	G
	Corporate Strategy Group (CSG)	CS		21-Apr	Approved	G
Prepare for Issuing Tender						
	Develop system specification	MA	4 weeks	10-Jun	Not required until tender published	A
	Complete CCS Framework access agreement	EB		10-Jun	Complete before tender is issued	A
	Review and approval by Corporate Performance Group	MA		TBC	Fortnightly meetings - Board date to be confirmed	A
	Refine and confirm framework evaluation criteria	MA / EB		10-Jun	60/40 basis - Also confirm dates to suppliers for system demonstrat ions	A
	Review / refine framework T&Cs	Legal / Proc		03-Jun	To do before tender is issued	A
Cabinet Approval						
	Forward Plan confirmed	MA		22-Apr	Complete	G
	Forward Plan published	AD		25-Apr	Complete	G
	Final DRAFT Cabinet Report	MA		27-Apr	Complete	A
	Approve Cabinet Report	CS		29-Apr	Claire Symonds to sign off	A
	Final Cabinet Report	MA		04-May	Issue to Democratic Services	A
	Cabinet briefing	CS		10-May	Claire Symonds to lead	
	Cabinet			24-May		
Initiate Procurement & Evaluate Suppliers						
	Issue competition notice	EB	4 wks	03-Jun	Assumes Cabinet Report/ Decision is not called in	
	Tenders received			01-Jul		
	Tenders evaluated			22-Jul		
	Clarification with suppliers			22-Jul		
	System demo by suppliers			22-Jul	Evaluation criteria for demonstrat ions to be specified in tender	
	E-Auction			05-Aug		
	E-Auction clarification			10-Aug		
Award Stage						
	Standstill period expires		5 days	10-Aug		
	Preferred supplier confirmed			10-Aug		
	Provide feedback to unsuccessful bidders			10-Aug		
	Ten day stand still period			21-Aug		
	Draft award report	MA		22-Aug	To be signed off by Claire Symonds / Jonathan Bunt	
	Set supplier up on Oracle			22-Aug		
	Issue PO			23-Aug	Authorisation dependant on PO value	
Implementation initiated						
	System implementation commences	Supplier		TBA	Draft implementation plan to be included in tender submission	