

# Negotiated Procedure without publication of a notice

Activity	Responsible officer	Timescales	Comments
Seek Approval to Procure from Chief Officer	MM		Under CPR3.1.8. Key Decisions are required to be published for a period of 28 days.
Draft Procurement Plan	PJE		
Procurement planning documentation	PJE		Proc. Plan, timetable, risk register and procurement checklist. PIA still needs to be complete.
Draft Tender documents Parts 1 and 2 and appendices 1(a) and 1(b). Draft PQQ.	MM/PJE		First drafts to be prepared by this date. Need to account for annual leave over summer.
Draft contract terms and conditions (Part 3)	PACS legal team		Meeting with Dean and drafting of the T&Cs
Consult with other user			
Finalise tender docs and establish evaluation criteria/methodology & seek approval from CO/Director	PJE/MM		Admin decision
Publish tender documents on Yortender	PJE		Only to Johnston Press
Tender period			3 weeks
Evaluation team's briefing	PJE		During tender period
Deadline for receipt of tenders			Wednesday Noon
Tenders downloaded and verified and passed on for evaluation	PPPU/PJE		
Evaluation of tenderers' Quality Criteria/method statements	Evaluation team		Allow 2 weeks (including tender clarifications)
Price evaluation	PJE/MM		
Interviews/Presentation/Negotiation	Evaluation team		
Bid refinement			
Deadline for Best and Final Offer			
Finalise tender evaluation	Evaluation team		
Vetting of preferred bidder's SQQ	Procurement Support Officer		Allow 2-3 weeks
Prepare award report			
Prepare Award Memo	MM		
Draft Agreement and check all paperwork	PJE		
Get approval to award contract (DDN) and publish decision	MM		
Confirm award and publish OJEU Award Notice	PJE		
Lessons learnt	JW/DG /PJE/Evaluation team		
Contract mobilisation and transition period			
Draft Contract Management Plan	JW		
New service commences			