

Procurement Project Plan						
Project	Supported Bus Routes					
Tender Reference						
Procurement Lead	Sharon Stewart					
Negotiating Team	Sharon Stewart Nick Mitchell					
Contract Term	4 years					
Contract Value	£870k per annum					
Benefits sought	Improved service, sustainability element, costs savings					
Works/Services/Supply	services					
TUPE Consultation Period	not applicable					
Other Comments						
			Action Date			
ACTION	Duration (Days)	Personnel	Proposed	Day of Week	Shortened	Actual
Funding Approval	1	Client	in advance			
Define Project Team	1	Procurement, Stakeholder, Finance Legal	24/05/11	Tue		
Define Requirements	1	Client/Procurement	25/05/11	Wed		
TUPE - Does this apply ?	0	Client/Procurement	25/05/11	Wed		
Draft Project Timetable	0	Client/Procurement	25/05/11	Wed		
Define Tender Procedure	1	Procurement	26/05/11	Thu		
Copy of Current Contract Obtained	7	Procurement	02/06/11	Thu		
Develop Advert & PQQ	14	Client/Procurement	16/06/11	Thu		
Area Network Review / Meeting Bus Operators	21	Client	07/07/11	Thu		
CMM	1	Client	07/07/11	Thu		
Place Advert	1	Procurement	18/08/11	Thu		
Closing date of Advert/PQQ	42	Procurement	29/09/11	Thu		
Evaluation of PQQ	28	Procurement / Team	27/10/11	Thu		
PQQ Financials to Finance	7	Procurement	03/11/11	Thu		
Specification to be drafted	6	Client/Procurement	09/11/11	Wed		
Prepare draft tender	1	Procurement	10/11/11	Thu		
Develop Evaluation Criteria	1	Client/Procurement	11/11/11	Fri		
Seek Client & Legal approval of ITT	5	Procurement	16/11/11	Wed		
Tender issued	1	Procurement	17/11/11	Thu		
Letter to unsuccessful PQQ respondents	1	Procurement	18/11/11	Fri		
Tender return date	49	Procurement	06/01/12	Fri		
Tenders opened	0	Procurement	06/01/12	Fri		
Schedule of Offers & distribute to Project Team for evaluation	42	Procurement	17/02/12	Fri		
Evaluation Meeting	3	Client/Procurement	20/02/12	Mon		
Supplier Presentation	1	Client/Procurement	21/02/12	Tue		
Post Tender Clarification	14	Procurement / Team	06/03/12	Tue		
Cost Analysis	7	Procurement / Client	13/03/12	Tue		
CMM	1	Client	27/03/12	Tue		
Award Letters / Rejection letters issued	1	Procurement	28/03/12	Wed		
Mandatory standstill period	10	Procurement	09/04/12	Mon		
Debriefs (if requested)	3	Procurement	12/04/12	Thu		
Issue of order/contract, acceptance letter & promotion of contract (if applicable)	1	Procurement	13/04/12	Fri		
OJEU Award Notice	7	Procurement	16/04/12	Mon		
Complete Evaluation Report	0	Procurement	16/04/12	Mon		
Contract Start Date	56	Client	05/09/12	Wed		
Project timetable produced by	Sharon Stewart					

