

**RUTLAND ADULT LEARNING SERVICE
PROCUREMENT TIMETABLE**

Children's Scrutiny	14 November 2013
Formal Cabinet: <ul style="list-style-type: none"> • Approve Weightings/Criteria (Award of Contract and PQQs) • Approve evaluation panel membership • Approve procurement principles • Delegate authority to Director to Award Contract • Agree to proceed 	19 November 2013
Confirm PQQ request document and information pack	20 November 2013
Place adverts – Source Rutland and RCC website	20 November 2013
Detailed dialogue timetable (to secure attendance at meetings)	21 November 2013
Issue documents	21 November 2013
Produce evaluation matrix for SFA PQQ	21 November 2013
Return of SFA PQQs	6 December 2013
Evaluate SFA PQQs and Shortlist	By 13 December 2013
Debrief unsuccessful bidders	By 20 December 2013
Confirm specific dialogue meeting timetable	By 20 December 2013
Dialogue process: 3 bidders x 1 whole day each (Involve Panel)	By end January 2014
Invitation to Submit Final Proposals. Letter out.	By start February 2014
Produce evaluation matrix	Mid February 2014
Return of final submissions	By 21 February 2014
Evaluate final submissions (Evaluation Week)	By 28 February 2014
SMT	4 March
Award Contract Subject to VEAT Notice Completion	5 March 2014
Cabinet/Decision by Delegated Authority	18 March 2014
Inform bidders of outcome (Post VEAT Notice/Cabinet)	By 21 March 2014
Mobilisation	April-July 2014
Contract service starts	1 st August 2014