

## CARERS' SUPPORT SERVICE

## TENDER TIMELINE

Tender timeline for contract to commence on 1 October 2008:

As total contract value will exceed £30,000, under The Moray Council Procurement Procedures a formal tender process must be followed.

Activity	Proposed time spent	Allocated Officer	Date
Obtain service specifications from other local authorities	One week	Contracts Officer	3 March 2008
Service specification to be drafted *1	One month	Carers Strategy & Development Officer	31 March 2008
Consultation with stakeholders on specification (ie current providers, Carers' Forum)	One month	Carers Strategy & Development Officer	April 2008
Service specification completed		Lead System Manager/Carers Strategy & Development Officer	30 April 2008
Recruit tender panel		Lead System Manager/ Contracts Officer	April 2008
Advertise tender	One month	Contracts Officer	6 May 2008
Providers express an interest and submit pre-qualifying questionnaire (PQQ)		Administrative Assistant (Contracts)	30 May 2008
Tender panel evaluate PQQ	One week	Tender Panel	2 June 2008
Invitation to tender issued to selected providers	One month	Contracts Officer	June 2008

Providers submit tender documentation		Committee Services	27 June 2008
Opening of tenders		Committee Services	2 July 2008?
Evaluation of tenders (Stage 1)		Tender Panel	July 2008
Invitation to present to selected providers (Stage 2) (optional stage)	Two weeks	Tender Panel	July 2008
Presentation & Tender Award *2		Tender Panel	August 2008
Details entered on Contract Register		Contracts Officer	September 2008
Contract issued		Contracts Officer	September 2008
Contract commences		Lead System Manager/Successful provider	1 October 2008

**Footnotes:**

\*1 Need to decide whether it will be one specification covering both advice/information services and support services or whether we will have two specifications.

\*2 Consider whether more than one organisation to be awarded the contract