

Appendix 1 Procurement Timetable

PROJECT TITLE : GRAVEDIGGING SERVICES				
CONTRACT TERMS : 2 + 2 + 1YEARS				
TOTAL CONTRACT VALUE: £250,000				
Procurement Stages	Responsibility	Description	Start Date	End Date
Expression of Interest	Procurement	Run expression of Interest via ESPO framework.	30/05/2024	06/06/2024
Develop Tender Documents	Procurement with Service	Draft tender documents including specifications, pricing schedule, evaluation criteria	31/05/2024	28/06/2024
Send Legal Instruction	Legal	Instruct legal to draft terms and conditions	06/06/2024	28/06/2024
Issue Tender Documents	Procurement	To publish finalised tender docs on Intend to the invited suppliers.	10/07/2024	10/07/2024
Tender Deadline Date	Procurement	Tender Submission Deadline date	09/08/2024	09/08/2024
Tender Evaluation	Service	To evaluate technical submissions from bidders.	12/08/2024	16/08/2024
Moderation Meeting.	Procurement with Service	To moderate technical scoring and agree on final scoring for technical responses	19/08/2024	19/08/2024
Tender Outcome	Procurement	To send tender outcome to service to confirm they are satisfied with the process	20/08/2024	20/08/2024
Standstill Period	Procurement	Mandatory waiting period.	22/08/2024	02/09/2024
Key Officer Decision	Service	Required as TCV is over £200k	09/08/2024	06/09/2024
Legal Instruction	Legal	Legal instruction sent to draft finalised contract terms and condition for winning bidder.	19/08/2024	TBC
Contract Start Date	Procurement with Service	Contract commencement date	01/10/2024	09/30/2028