**Future Procurement Strategy Dacorum Borough Council** ID Task Name Duration Start Finish DBC - Future Procurement Strategy - 020712 592 Wed Tue 21/12/11 01/04/14 days 2 1 Stage 1 - Development of PID 76 days Wed Tue 21/12/11 10/04/12 1.1 Initial "Kick Start" Meeting 0 days Wed Wed 21/12/11 21/12/11 1.2 Preparation of initial PID Documentation 2 wks Wed Fri 06/01/12 21/12/11 1.3 Client Review of PID 4 wks Mon Fri 03/02/12 09/01/12 4 10/04 1.4 Gateway: PID presented to CMT as part of IDP for "sign-off" 0 days 10/04/12 10/04/12 2 Stage 2 - Developing the Procurement Strategy 150 Tue Tue 21/02/12 18/09/12 days 2.1 Analysis of Current Situation 30 days Mon Tue 21/02/12 02/04/12 10 2.1.1 Review of existing contracts - desktop evaluation of contract documents Mon 21/02/12 05/03/12 11 2.1.2 Undertake Analysis of Current Situation - Review of Performance & 2 wks Mon 06/03/12 19/03/12 Systems 12 2.1.3 Contract Compliance Review (For Exit Strategy) 2 wks Tue Mon 20/03/12 02/04/12 13 14 2.2 Stakeholder Engagement 45 days Tue Tue 21/02/12 24/04/12 15 2.2.1 Identify Stakeholders 2 wks Tue Mon 21/02/12 05/03/12 16 2.2.2 Invite Stakeholders to Project Board Meeting Mon 06/03/12 12/03/12 17 2.2.3 Attend Maintenance Focus Group (MFG) to outline project in more detail 0 days 24/04 Tue Tue 24/04/12 24/04/12 18 19 2.3 Best Practice Review 69 days Tue Fri 21/02/12 25/05/12 20 2.3.1 PIN Notice 23 days Fri 27/04/12 28/03/12 External Milestone • Task Summary Inactive Summary Manual Summary Rollup = Finish-only Project: DBC - Future Procurement Str Split Project Summary Inactive Task Manual Task Manual Summary Progress ...... Date: Mon 02/07/12 Milestone External Tasks Inactive Milestone **\line{\pi}** Deadline 4 Duration-only Start-only

D T	ask Name	Duration	Start	Finish	2011	Qtr 1, 201	2	Qtr 2, 201	2	Qtr 3, 2012 Jul Aug	Q	tr 4, 2012	Qt	r 1, 2013	Qtr 2	, 2013	Qtr 3, 201	3	Qtr 4, 2013	Qt	r 1, 2014	Qtr 2,	2014
1	2.3.1.1 Prepare PIN (Prior Information Notice) to advertise Market Testing Exercise	3 days	Wed 28/03/12	Fri 30/03/12	Nov   De	c Jan Fe	D Mar	Apr   Ma	ay Jun	Jul Aug	Sep	Oct   Nov	Dec J	an Febir	viar Api	May   Ju	1 Jul A	ug   Sep	Oct   Nov	Dec	an   Feb   M	ar Apr	_   May
!	2.3.1.2 Post PIN Notice	0 days	Fri 30/03/12	: Fri 30/03/12				30/03															
	2.3.1.3 Receive and Log Responses	2 wks	Mon 09/04/12	Fri 20/04/12																			
	2.3.1.4 Prepare list of Respondents for Market Testing Questionnaire	1 wk	Mon 23/04/12	Fri 27/04/12																			
	2.3.2 Best Practice Questionnaire	64 days	Tue 21/02/12	Fri 18/05/12					•														
	2.3.2.1 Preparation of "Soft Market Testing" Questionnaire	6 wks	Tue 21/02/12	Mon 02/04/12		,																	
1	2.3.2.2 Issue Market Testing Questionnaires (using Survey Monkey)	0 days	Fri 27/04/12	: Fri 27/04/12				27	7/04														
t	2.3.2.3 Period for return of Market Testing Questionnaires	2 wks	Mon 30/04/12	Fri 11/05/12																			
t	2.3.2.4 Return of Market Testing Questionnaires	0 days	Fri 11/05/12	Fri 11/05/12				•	11/05														
1	2.3.2.5 Analysis of Questionnaire Responses	1 wk	Mon 14/05/12	Fri 18/05/12				Ì	+														
	2.3.3 Best Practice Open Day	20 days	Fri 27/04/12	Pri 25/05/12				+	-														
	2.3.3.1 Invite attendees	0 days	Fri 27/04/12	Fri 27/04/12				27	7/04														
	2.3.3.2 Best Practice Open Day - "Meet the Buyer" Event	0 days	Fri 18/05/12	Fri 18/05/12					18/05														
	2.3.3.3 Preparation of feedback from Open Day	1 wk	Mon 21/05/12	Fri 25/05/12																			
T																							
	2.4 Peer Review	40 days	Tue 03/04/12	Mon 28/05/12																			
	2.4.1 Organise Visits to Peer Organisations	2 wks	Tue 03/04/12	Mon 16/04/12																			
	2.4.2 Undertake Peer Review meetings/workshops	4 wks	Tue 17/04/12	Mon 14/05/12																			
	2.4.3 Prepare feedback from Peer Visits	2 wks	Tue 15/05/12	Mon 28/05/12				ì															
Ť																							
	2.5 Prepare Options Appraisal Report	41 days	Tue 29/05/12	Tue 24/07/12																			
	2.5.1 Prepare Options Appraisal Report	2 wks	Tue 29/05/12	Mon 11/06/12																			

	Task Name	Duration	Start	Finish	2011	Qtr 1, 2012	Qtr 2, 2012 Mar Apr May Jur	Qtr 3, 2012	Qtr 4, 2012	Qtr 1, 2013	Qtr 2, 2013	Qtr 3, 2013	Qtr 4, 2013	Qtr 1, 2014	Qtr 2, 2014
	2.5.2 Review of Draft Report by Project Board and wider Stakeholder Group	2 wks	Tue 12/06/12	Mon	Nov   Dec	Jan   Feb	Mar Apr May Jur	Jul   Aug   Ser	p Oct   Nov   De	c Jan Feb N	Mar Apr May J	ın Jul Aug Se	p Oct Nov Dec	Jan   Feb   Mar	Apr   May
			12/06/12	25/06/12				1							
	2.5.3 Amendments to Options Appraisal Report	1 wk	Tue 26/06/12	Mon 02/07/12				<b>4</b>							
	0.5 A leave to Cabinat	0 deve	T	T				03/07							
5	2.5.4 Issue to Cabinet	0 days	Tue 03/07/12	Tue 03/07/12				03/07							
6	2.5.5 Gateway: Cabinet Meeting/Approvals	0 days	Tue	Tue				24/07							
			24/07/12	24/07/12											
7															
8	2.6 Develop Procurement Strategy Report	39 days	Wed 25/07/12	Tue 18/09/12				<b>-</b>	'						
			25/07/12	10/09/12											
9	2.6.1 Prepare draft Procurement Strategy following Cabinet Meeting	4 wks	Wed 25/07/12	Tue 21/08/12											
)	2.6.2 Review of Draft Report by Project Board and wider Stakeholder Group	0 days	Tue 21/08/12	Tue 21/08/12				21/0	18						
	2.6.3 Amendments to Procurement Strategy Report	1 wk	Wed	Tue				<u> </u>							
			22/08/12	28/08/12											
2	2.6.4 Issue to Cabinet	0 days	Tue 28/08/12	Tue 28/08/12				28/	/08						
3	2.6.5 Housing Community Overview & Scrutiny	0 days	Wed 12/09/12	Wed 12/09/12				<b>\</b>	12/09						
1	2.6.6 Gateway: Cabinet Meeting/Approvals	0 days	Tue	Tue					18/09						
•	2.0.0 Galeway. Cabinet meeting/Approvals	0 days	18/09/12	18/09/12				<b>T</b>	0,03						
5															
3	3 Stage 3 - Statutory & Compliance Pre-Selection	65 days	Tue	Mon					-	<b>→</b>					
			02/10/12	31/12/12											
7	3.1 Prepare OJEU Contract Notice and Pre-Qualification Questionnaire (PQQ)	4 wks	Tue	Mon											
	. , ,		02/10/12	29/10/12											
3	3.2 Liaise with Legal Advisers to "sign-off" Contract Notice and PQQ - Legal Compliance Review	3 wks	Tue 30/10/12	Mon 19/11/12					<b>*</b>						
9	3.3 Post OJEU Notice (using mytenders.com)	0 days	Mon 19/11/12	Mon 19/11/12					19/1	1					
)	3.4 Period for return of expression of interest - Handling of queries (Min 30 days -	30 days	Tue	Mon											
	electronic)		20/11/12	31/12/12											
1	3.5 Preparation of Evaluation Methodology and Scoring mechanism for evaluating	2 wks	Tue	Mon					<b>—</b>	٦					
	Expressions of Interest		20/11/12	03/12/12											
2	3.6 Return of Expressions of Interest	0 days	Mon 31/12/12	Mon 31/12/12						31/12					
3 4	A Stone A. Evaluate Initial Europeanians of Interest	EE dess	Tree	Man							_				
+	4 Stage 4 - Evaluate Initial Expressions of Interest	55 days		Mon 18/03/13							<b>~</b>				
-	Task Summ	mary	-		External	Milestone	<b>*</b>	Inactive Summar	v 🔻	- Man	ual Summary Rollup		<ul><li>Finish-only</li></ul>	<u> </u>	
ect	t: DBC - Future Procurement Str Mon 02/07/12 Split Proje				Inactive			Manual Task	, -		ual Summary		▼ Progress		

D	Task Name	Duration	Start	Finish	2011	Qtr 1, 2012	Qtr 2, 2012	Qtr 3, 2012	Qtr 4, 2012		Qtr 1, 2013	Qtr 2, 2013	3 (	Otr 3, 2013	Qtr 4, 2013		Qtr 1, 2014	Qtr 2, 2014
	4.1 Uploading of Data to Dropbox from CD-Rom/USB	1 wk	Tue	Mon	Nov Dec	Jan Feb	Qtr 2, 2012 Mar Apr May Ju	n Jul Aug Sep	Oct Nov	Dec	Jan Feb 1	Mar Apr Ma	y Jun	Jul Aug S	Sep Oct Nov	Dec	Jan Feb Mar	Apr May
			01/01/13	07/01/13														
6	4.2 Pre-Qualification Checks (Compliance Review)	1 wk	Tue 08/01/13	Mon 14/01/13							4							
,	4.3 Financial Checks (D&B Assessments & Liquidity Ratios Checks)	1 wk	Tue	Mon														
			15/01/13	21/01/13														
3	4.4 Shortlist for Further Evaluation	0 days	Mon 21/01/13	Mon 21/01/13							21/01							
)	4.5 H&S Assessment (Section 6.0)	1 wk	Tue	Mon							<u> </u>							
-			22/01/13	28/01/13														
0	4.6 Technical Assessment	4 wks	Tue 29/01/13	Mon 25/02/13							<b>*</b>							
1	4.7 Moderation Exercise (By Client and Stakeholder Group)	2 wks	Tue	Mon							<u> </u>	,						
	4.7 Woderation Exercise (by Client and Stakeholder Group)	Z WKS	26/02/13	11/03/13								1						
2	4.8 Shortlist for Stage 2 tender - Report on expressions of interest	1 wk	Tue 12/03/13	Mon 18/03/13								<b>*</b>						
												18/03						
3	4.9 Gateway: Meet with Client/Approval to Proceed	0 days	Mon 18/03/13	Mon 18/03/13								18/03						
1																		
	5 Stage 5 - Tender Stage	185	Tue	Mon					-									
		days	27/11/12	12/08/13														
3	5.1 Stakeholder/Staff Workshops sto establish key criteria for ITT	4 wks	Tue 27/11/12	Mon 24/12/12														
7	<ol> <li>5.2 Prepare stage 2 documentation (Invitation to Tender, Specifications, Pricing Documentation)</li> </ol>	8 wks	Tue 25/12/12	Mon 18/02/13														
В	5.3 Client and Stakeholder Review of Tender Documents	2 wks	Tue	Mon							₹	.						
			19/02/13	04/03/13														
9	5.4 Amend Tender Documentation for Tender Issue	2 wks	Tue 05/03/13	Mon 18/03/13														
80	5.5 Issue Invitations to tender	0 days	Thu	Thu								28/03						
			28/03/13	28/03/13														
1	5.6 Bidders Conference	0 days	Thu 04/04/13	Thu 04/04/13								04/04						
2	5.7 Tender Period (Min 40 days)	40 days	Tue	Mon								<u> </u>	. I					
	, ,,		02/04/13	27/05/13									-					
3	5.8 Preparation of Evaluation Methodology and scoring sheets for desktop evaluation	2 wks	Tue 19/03/13	Mon 01/04/13														
4	5.9 Evaluation of Tenders Received (Cost and Quality Evaluation)	5 wks	Tue	Mon														
•	3.3 Evaluation of Forders Received (603) and quality Evaluation)	O WAS	28/05/13	01/07/13														
5	5.10 Organisation and attendance at bidder interviews	2 wks	Tue 02/07/13	Mon 15/07/13									ě	<b>_</b>				
			32/01/10	10/01/13														
	Task Sumr	mary	-		External M	lilestone	<b>♦</b>	Inactive Summary	<u> </u>		—	ual Summary F	tollup 📥		Finish-only	/	3	
e: N	: DBC - Future Procurement Str   Split   Proje   Milestone   ♠ Exter	ct Summary nal Tasks			Inactive Ta		<b>\$</b>	) Manual Task Duration-only				ual Summary t-only	<b>—</b>		Progress Deadline		Φ.	

## **Future Procurement Strategy Dacorum Borough Council** ID Task Name Duration Start Finish 86 5.11 Final Report and Recommendations 2 wks Tue Mon 16/07/13 29/07/13 87 5.12 Issue to Cabinet 2 wks 30/07/13 12/08/13 88 5.13 Gateway: Cabinet Meeting/Approval to Proceed 0 days 12/08 12/08/13 12/08/13 89 90 6 Stage 6 - Appointment & Consultation 50 days Tue Mon 13/08/13 21/10/13 91 6.1 Preparation of Letters to Successful/Unsuccessful Bidders 1 wk Tue Mon 13/08/13 19/08/13 92 6.2 Issue Letters to Successful/Unsuccessful Bidders 0 days Mon Mon 09/09/13 09/09/13 93 6.3 Statutory Standstill Period 10 days Tue 10/09/13 23/09/13 6.4 Section 20 Consultation - Landlords Proposals to Appoint 30 days Mon Tue 13/08/13 23/09/13 95 6.5 Conclusion of Statutory Standstill Period & Leaseholder Consultation 0 days 23/09 23/09/13 23/09/13 21/10 6.6 Publication of Contract Award Notice to European Journal 0 days 21/10/13 21/10/13 97 0 days 23/09 6.7 Gateway: Appoint Contractor(s) 23/09/13 23/09/13 98 99 7 Stage 7 - Contract Mobilisation Mon Tue days 07/10/13 01/04/14 100 7.1 Pre-Contract Meeting with Contractor(s) 0 days Mon 07/10/13 07/10/13 101 7.2 Scope out mobilisation activities 2 wks Tue 08/10/13 21/10/13 102 7.3 Workshops & Meetings 23 wks Mon Tue 22/10/13 31/03/14 103 7.4 Prepare and execute contract documents Mon 6 wks Tue 08/10/13 18/11/13 01/04 104 7.5 Gateway: Commence Term Programme(s) 0 days 01/04/14 01/04/14 External Milestone • Manual Summary Rollup = Task Summary Inactive Summary Finish-only Project: DBC - Future Procurement Str Split Project Summary Inactive Task Manual Task Manual Summary Progress ...... Date: Mon 02/07/12 Milestone External Tasks Inactive Milestone **\line{\pi}** Е Deadline 4 Duration-only Start-only DBC - Future Procurement Strategy - 020712