

Appendix 2

Procurement Project Plan

The key stages for Lambeth have yet to be included, although the borough has indicated that they will be able to comply with timescales.

Activity	Complete by:
Scoping the parameters of any future procurement exercise and a memorandum of understanding	End of July 2011.
Agreeing parameters of respective boroughs PQQ requirements	End of August 11
<i>Place on Southwark Forward Plan a "gateway 1" procurement strategy report for September</i>	<i>August 11</i>
<i>Southwark DCRB/CCRB/CMT Review Gateway 1: Procurement strategy</i>	<i>August / September 11</i>
Agree future joint service model (Specification)	Sept 11
<i>Approval of Gateway 1 (Southwark)</i>	<i>Sept 11</i>
<i>Mayor & Cabinet (Contracts) approval of procurement route (Lewisham)</i>	<i>Sept 14 2011</i>
Draft PQQ documentation	September 11
Draft and submit OJEU notice	Oct 11
Agree PQQ documentation and methodology	Nov 11
Advertise the contract	Nov 11
Start drafts of ITT methodology	Dec 11
Start drafts of ITT documentation	Dec 11
Return of PQQ's	January 2012
Finalise the specification	January 12
Finalise user engagement	Feb 12
Completion of short-listing of applicants	<i>March 12</i>
<i>Mayor & Cabinet (Contracts) approval of shortlist (Lewisham)</i>	March 12
Agree ITT methodology and documentation	March 12
Invitation to tender	April 12
Closing date for return of tenders	May 12
Completion of evaluation of tenders	July 12
Completion of any interviews	August 12
<i>DCRB/CCRB/CMT Review Gateway 2: Contract award report</i>	<i>Sept 12</i>

Notification of forthcoming decision (five clear working days)	Sept 12
Approval of Gateway 2: Contract Award Report	End of Sept 12
<i>Mayor & Cabinet (Contracts) award(Lewisham)</i>	End of Sept 12
Scrutiny Call-in period and notification of implementation of Gateway 2 decision	End of Sept 12 / early Oct 12
Contract award	November 12
Contract start	February / March 2013
Contract completion date	To be agreed