

APPENDIX 1

Note - this timetable is for guidance only and timelines may change

Project Start Date	01 November 2020				
Number	Task	Start Date	End Date	Days	Responsible
1	Approval at SCB (required due to spend monies under Section 75)	30 October 2020	30 October 2020	0	Stakeholder
2	Completion of PID	01 November 2020	02 November 2020	1	Stakeholder
3	Review and sign off of PID	02 November 2020	09 November 2020	7	STAR Procurement
4	Bidders Day/EOI	01 October 2020	15 October 2020	14	STAR/Stakeholder
5	Review and amendment of terms	09 November 2020	30 November 2020	21	Stakeholder/STAR Procurement
6	Amendment of tender	09 November 2020	30 November 2020	21	Stakeholder
7	Review of	09 November 2020	30 November 2020	21	Stakeholder
8	Sign off of all tender documentation	30 November 2020	01 December 2020	1	STAR Procurement
9	Set up project on The Chest	01 December 2020	01 December 2020	0	STAR Procurement
10	Release of documentation	01 December 2020	01 December 2020	0	STAR Procurement
11	Clarifications deadline	01 December 2020	27 December 2020	26	Stakeholder/STAR Procurement
12	Tender period	01 December 2020	08 January 2021	38	
13	Return and unsealing of bids	08 January 2021	08 January 2021	0	STAR Procurement
14	Evaluation of bids	08 January 2021	08 February 2021	31	Stakeholder
15	Moderation meeting	08 February 2021	08 February 2021	0	
16	Interviews	08 February 2021	01 March 2021	21	STAR Procurement
17	Background checks undertaken by Procurement	01 March 2021	22 March 2021	21	Stakeholder
18	Completion of PID Award Report for sign off to delegated	22 March 2021	21 April 2021	30	Stakeholder/STAR Procurement
19	Service notice of contract	31 March 2021	31 March 2021	0	STAR/Stakeholder
20	Successful and unsuccessful letters	21 April 2021	02 May 2021	11	STAR Procurement
21	Award	02 May 2021	03 May 2021	1	STAR Procurement
22	Mobilisation/implementation of services	03 May 2021	01 August 2021	90	Stakeholder
23	Service	01 August 2021	01 August 2021	0	Stakeholder