

Leisure Contract Procurement - Detailed Project Plan

Task/Action	Who	25-Jul	01-Aug	08-Aug	15-Aug	22-Aug	29-Aug	05-Sep	12-Sep	19-Sep	26-Sep	03-Oct	10-Oct	17-Oct	24-Oct	31-Oct	07-Nov	14-Nov	21-Nov	28-Nov	05-Dec	12-Dec	19-Dec	26-Dec	02-Jan
Project Management Arrangements																									
Project Team Meetings																									
Club Steering Group Meetings																									
Sports & Leisure Working Group																									
Council Meetings (Cabinet)																									
Council Meetings (Full Council)																									
Phase B																									
Procurement Preparation																									
Club discussions - lease and use agreement																									
Club discussions - financial arrangements																									
Design Concepts and costs	Complete																								
Funding Discussions & Applications - FA & Sport England																									
Financial Appraisal and approach	Complete																								
Project Structure and Preparation																									
Draft PID & Project Structure – August 17th																									
Overview of Budget and Key Issues – August 17 th																									
Refinement of PID and document framework – 17 August																									
Draft Report for Council – by 12 September																									
Council Sign off – 12 October																									
Confirm Procurement Strategy																									
Phase C																									
PQQ Stage																									
OJEU Advert Placed																									
PQQ Submissions Received																									
Evaluation of PQQ Submissions																									
Recommendation to Project Board																									
Confirmation of Shortlist																									
Inform Companies of Shortlist																									
Phase D																									
ISDS Stage																									
Preparation of ISDS Documentation																									
Draft ISDS Document Framework Circulated																									
ISDS Documents populated including evaluation criteria																									
Draft ISDS circulated																									
ISDS Documents finalised																									
ISDS Documents agreed by Members																									
Issue ISDS documents to shortlisted companies																									
1st Dialogue Sessions																									
2nd Dialogue Sessions																									
Clarification Questions Deadline																									
ISDS Submission																									
ISDS Evaluation																									
ISDS Submissions circulated to evaluation team																									
Initial review by evaluation team																									
Evaluation Team meet to review scores																									
Finalisation of Evaluation and Recommendations																									
Recommendations taken to Project Board																									
Shortlist Approved																									
Companies Informed																									
Phase E																									
ISFT Stage																									
Dialogue Sessions																									
1st Dialogue Sessions																									
2nd Dialogue Sessions																									
Dialogue Closed																									
Preparation of ISFT Documents																									
Initial amendments to ISDS documents																									
Draft ISFT documents prepared																									
Agreement to Documents (Members)																									
Issue ISFT Documents																									
Clarification Questions Deadline																									
ISFT Submission																									
ISFT Evaluation																									
ISFT Submissions circulated to evaluation team																									
Initial review by evaluation team																									
Evaluation Team meet to review scores																									
Finalisation of Evaluation and Recommendations																									
Recommendations taken to Members																									
Preferred Bidder Approved																									
Companies Informed																									
Preferred Bidder Stage																									
Final Contract Discussions																									
Survey Works (if required)																									
Documents Prepared for signing																									
Contract award and signing																									
Contract Mobilisation																									
New Contract Commences																									

Key

Leisure Contract Procurement - Detailed Project Plan

Task/Action	Who	Week Commencing (2017)																							
		09-Jan	16-Jan	23-Jan	30-Jan	06-Feb	13-Feb	20-Feb	27-Feb	06-Mar	13-Mar	20-Mar	27-Mar	03-Apr	10-Apr	17-Apr	24-Apr	01-May	08-May	15-May	22-May	29-May	05-Jun	12-Jun	19-Jun
Project Management Arrangements																									
Project Team Meetings																									
Club Steering Group Meetings																									
Sports & Leisure Working Group																									
Council Meetings (Cabinet)																									
Council Meetings (Full Council)																									
Phase B																									
Procurement Preparation																									
Club discussions - lease and use agreement																									
Club discussions - financial arrangements																									
Design Concepts and costs	Complete																								
Funding Discussions & Applications - FA & Sport England																									
Financial Appraisal and approach	Complete																								
Project Structure and Preparation																									
Draft PID & Project Structure – August 17th																									
Overview of Budget and Key Issues – August 17 th																									
Refinement of PID and document framework – 17 August																									
Draft Report for Council – by 12 September																									
Council Sign off – 12 October																									
Confirm Procurement Strategy																									
Phase C																									
PQQ Stage																									
OJEU Advert Placed																									
PQQ Submissions Received																									
Evaluation of PQQ Submissions																									
Recommendation to Project Board																									
Confirmation of Shortlist																									
Inform Companies of Shortlist																									
Phase D																									
ISDS Stage																									
Preparation of ISDS Documentation																									
Draft ISDS Document Framework Circulated																									
ISDS Documents populated including evaluation criteria																									
Draft ISDS circulated																									
ISDS Documents finalised																									
ISDS Documents agreed by Members																									
Issue ISDS documents to shortlisted companies																									
1st Dialogue Sessions																									
2nd Dialogue Sessions																									
Clarification Questions Deadline																									
ISDS Submission																									
ISDS Evaluation																									
ISDS Submissions circulated to evaluation team																									
Initial review by evaluation team																									
Evaluation Team meet to review scores																									
Finalisation of Evaluation and Recommendations																									
Recommendations taken to Project Board																									
Shortlist Approved																									
Companies Informed																									
Phase E																									
ISFT Stage																									
Dialogue Sessions																									
1st Dialogue Sessions																									
2nd Dialogue Sessions																									
Dialogue Closed																									
Preparation of ISFT Documents																									
Initial amendments to ISDS documents																									
Draft ISFT documents prepared																									
Agreement to Documents (Members)																									
Issue ISFT Documents																									
Clarification Questions Deadline																									
ISFT Submission																									
ISFT Evaluation																									
ISFT Submissions circulated to evaluation team																									
Initial review by evaluation team																									
Evaluation Team meet to review scores																									
Finalisation of Evaluation and Recommendations																									
Recommendations taken to Members																									
Preferred Bidder Approved																									
Companies Informed																									
Preferred Bidder Stage																									
Final Contract Discussions																									
Survey Works (if required)																									
Documents Prepared for signing																									
Contract award and signing																									
Contract Mobilisation																									
New Contract Commences																									

Key

Leisure Contract Procurement - Detailed Project Plan

Task/Action	Who	26-Jun	03-Jul	10-Jul	17-Jul	24-Jul	31-Jul	07-Aug	21-Aug	28-Aug	04-Sep	11-Sep	18-Sep	25-Sep	02-Oct
Project Management Arrangements															
Project Team Meetings															
Club Steering Group Meetings															
Sports & Leisure Working Group															
Council Meetings (Cabinet)															
Council Meetings (Full Council)															
Phase B															
Procurement Preparation															
Club discussions - lease and use agreement															
Club discussions - financial arrangements															
Design Concepts and costs	Complete														
Funding Discussions & Applications - FA & Sport England															
Financial Appraisal and approach	Complete														
Project Structure and Preparation															
Draft PID & Project Structure – August 17th															
Overview of Budget and Key Issues – August 17 th															
Refinement of PID and document framework – 17 August															
Draft Report for Council – by 12 September															
Council Sign off – 12 October															
Confirm Procurement Strategy															
Phase C															
PQQ Stage															
OJEU Advert Placed															
PQQ Submissions Received															
Evaluation of PQQ Submissions															
Recommendation to Project Board															
Confirmation of Shortlist															
Inform Companies of Shortlist															
Phase D															
ISDS Stage															
Preparation of ISDS Documentation															
Draft ISDS Document Framework Circulated															
ISDS Documents populated including evaluation criteria															
Draft ISDS circulated															
ISDS Documents finalised															
ISDS Documents agreed by Members															
Issue ISDS documents to shortlisted companies															
1st Dialogue Sessions															
2nd Dialogue Sessions															
Clarification Questions Deadline															
ISDS Submission															
ISDS Evaluation															
ISDS Submissions circulated to evaluation team															
Initial review by evaluation team															
Evaluation Team meet to review scores															
Finalisation of Evaluation and Recommendations															
Recommendations taken to Project Board															
Shortlist Approved															
Companies Informed															
Phase E															
ISFT Stage															
Dialogue Sessions															
1st Dialogue Sessions															
2nd Dialogue Sessions															
Dialogue Closed															
Preparation of ISFT Documents															
Initial amendments to ISDS documents															
Draft ISFT documents prepared															
Agreement to Documents (Members)															
Issue ISFT Documents															
Clarification Questions Deadline															
ISFT Submission															
ISFT Evaluation															
ISFT Submissions circulated to evaluation team															
Initial review by evaluation team															
Evaluation Team meet to review scores															
Finalisation of Evaluation and Recommendations															
Recommendations taken to Members															
Preferred Bidder Approved															
Companies Informed															
Preferred Bidder Stage															
Final Contract Discussions															
Survey Works (if required)															
Documents Prepared for signing															
Contract award and signing															
Contract Mobilisation															
New Contract Commences															

Key