

Commissioning timetable for a Local Healthwatch

Nov 2011 – July 2012

- Engagement and consultation (wider community, H&WB, Vol sector, young people, Health OSC etc.)

Aug 2012

- Key themes informing the Healthwatch procurement process produced
- Final Service Specification developed
- Portfolio holder to agree final service specification

Sept 2012

- Provider event
- HWB briefed re Final Service Specification Headlines
- Cabinet approval
- Announcement of intent to tender – to stimulate the market and encourage collaborative approaches
- **Tender launched (see page 2)**

March 2013

- Successful Healthwatch provider announced (The full contract will commence April 2013, but the provider will initiate some transitional work beforehand to ensure a smooth handover).

Procurement Timetable for Healthwatch Harrow

Stage in Procurement Process		Target Dates
1	Contract Notice (Pre-Qualification Questionnaire available)	17 Sept 2012
2	Return Date for Completed PQQ and submission of support information (37 days)	22 Oct 2012
3	Evaluation of PQQ	5 - 9 Nov 2012
4	Inform Potential Providers of the outcome of their PQQ submission	12 Nov 2012
5	Issue of Invitation to Tender	19 Nov 2012
6	Issue of Tender Documents	21 Nov 2012
5	Return of Tender Documents	3 Jan 2013
6	Tender Analysis	7 – 11 Jan 2013
7	Interviews and presentations	21 Jan – 25 Jan 2013
8	Evaluation of Tenders	28 Jan - 1 Feb 2013
9	Notification of result of evaluation – preferred bidder(s)	6 Feb 2013
10	Standstill period	Ends 20 Feb 2013
9	Award of Contract	1 March 2013
10	Contract Start	1 April 2013