

APPENDIX 2: SERVICE PROJECT PLAN AND HIGH LEVEL SELECTION CRITERIA (DRAFT)

The Procurement Procedure to be followed is OPEN process through a CCS framework agreement RM1092, Language Services.

PROJECT TIMETABLE (ANTICIPATED DATES, THESE ARE SUBJECT TO CHANGE)

Procurement Process	Date
Cabinet Meeting	13 th October 2016
Publish OJEU and ITT	w/c 24 th October 2016
Tender Submission Deadline	w/c 14 th November 2016
Evaluate Tender submissions	w/c 14 th November 2016
Final Scoring and Moderation	December 2016
Award recommendation (Harrow, Brent and Barnet)	December 2016
Notification of decision to award	December 2016
Standstill period (supplier debriefs)	January 2017
Contract Award	January 2017
Contract Mobilisation	January 2017
Contract "Go Live"	1st March 2017

PROCUREMENT EVALUATION CRITERIA [DRAFT]

The evaluation criteria is expected to be:

60% Quality / 40% Price

We will be assessing (evaluation) tenderers by asking a series of questions and sub questions that will be scored under the following:

Criteria	Weighting
<p><u>Quality</u></p> <p>Series of method statement assessments including implementation, service delivery, contract management and administration, innovation and continuous improvement and social value.</p>	60%
<p><u>Price</u></p> <p>Commercial/Cost Effective Provision</p>	40%

The highest scoring bidder will be put forward for recommendation of contract awards.