

Responsive Repairs Activities Schedule

Actions	Dates
1. Develop the shortlisting proforma for expression of interest	By 3/9/03
2. Develop entire documentation for second stage tendering, including: <ul style="list-style-type: none"> • Background • Instructions for site visits • Instructions for office visits • Instructions for selection panel Presentation <ul style="list-style-type: none"> • Draft form of tender • Scoring proformas for both units, panel and tender (Details to be developed at meeting on 3/9/03)	All by 16/9/03
3. Selection panel meeting to review draft documentation from 1 & 2 above.	1pm 16/9/03
4. Expressions of interest to be returned.	By 18/9/03
5. Expression of interest to be copied and pro- forma prepared and sent to those short-listed.	By 19/9/03
6. Shortlisting by 3 separate individuals	22-24/9/03
7. Consolidation of contractor scoring from 3 x scorers	25/9/03(am)
8. Full panel meeting to consider shortlisting and agree shortlisted contractors. Also "sign off" second stage tender documentation.	1pm 25/9/03
9. Issue tender documents to shortlisted contractors.	26/9/03
10. Write to unsuccessful contractors.	26/9/03
11. Host Contractor Conference	9/10/03
12. Carry out visits to other client sites for all shortlisted contractors, complete proforma plus supplementary questions.	w /c 13/10 & w/c 20/10
13. Carry out visits to all contractor offices, complete proformas plus supplementary questions.	w/c 13/10 & w/c 20/10
14. Panel presentation and interviews - 'Contractor Challenge' By Sub-Panel	28,29 & 30 /10
15. Written tenders returned by contractors.	5/11/03
16. Analysis of written tenders against standard pro-forma	7/11/03

17.	Selection Panel to meet in full to review feedback from 2 x site visits, sub-panel interview and tender returns. Agree contractor selection and packages to be awarded.	17/11/03
18.	Further selection interviews required following Panel evaluation, to make final determination of contractor packages for responsive repairs' contracts, and agree contractor selection for the gas contract.	15/12/03, 16/12/03, 17/12/03
19.	Formal approval	13/01/04 Cabinet
20.	First partnering workshop.	16/01/04