

Procurement Timescales: Please note: these activities and timescales are dependant on values and complexity of the requirements.

Where scope exists to run activities concurrently this will reduce timescale.

Yellow denotes Official Journal of the European Union (OJEU) mandatory timescales

Procurement procedure

Competitive Contracts - Subject to Advertising in the OJEU: Negotiated Procedure with a call for competition

Definition of requirements	Timescale dependant on project complexity & priority
Issue Prior Information Notice in OJEU if possible ?	
Write Business case	
Business Case Approval	
Investment Appraisal for over £10,000	
Investment Appraisal Approval given	
Board approval to proceed with tender action	
Project team set up	
Review of lessons learnt other projects	
Specification Drafting	
Estimated project delivery schedule	

Week 34 weeks = 8.5 months to the point that contractor is on Contract

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 **34** 35 36

Preparation of Procurement Strategy - inclusive of tendering process plan	█																																			
Develop information requested at expressions of interest (EOI) stage by developing the PQQ and the areas for evaluation		█																																		
Develop evaluation criteria & marking process for submitted tenders			█																																	
Prepare Contract notice / documentation & book slot for PQQ return with Tenders Controller				█																																
Send Contract notice to OJEU requesting EOI & PQQ completed, allow Companies 37 calendar days to respond*.					█																															
Contract notice published in OJEU (Give this 5 days to be published)						█																														
Receipt of EOI & PQQ							█																													
Evaluation of EOI & PQQ											█																									
Issue letters informing parties who have or have not been down selected																█																				
Informal debriefs may be required to parties who have not been down selected																	█																			
Prepare ITT/ITN documents (e.g. Specification, Terms & Conditions, Instructions to Tenderers, Pricing Mechanisms), review evaluation criteria & book tender return date with Tenders Controller																	█																			

Week

34 weeks = 8.5 months to the point that contractor is on Contract

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36

Issue ITT/ITN - try to allow Companies at least 24 calendar days to respond. This will not be released unless Executive Team / NITHCO Board approval / Letter of offer (this depends on which is applicable) has been obtained to proceed to tender.																																						
Completed Tenders received																																						
Tender evaluation & Clarification Questions																																						
Presentations (for consultancy services only)																																						
Tender Assessment Panel (TAP) Sits																																						
Post tender negotiation (if required)																																						
TAP Report Written and 'Preferred Bidder' recommended.																																						
For values over £10,000 TAP Report must submitted to Translink Executive Team for Contract Award Approval 1 week before board sits - NOTE: Executive Team examines TAP reports on the last Tuesday of each month.																																						
Revisions and alterations to TAP Report (if required)																																						
TAP Report resubmitted to Translink Executive Team if required.																																						
For values over £100,000 TAP Report must submitted to NITHC Executive Board for Contract Award Approval 2 weeks before board sits. NOTE: Executive Board sits on the 2nd Wednesday of each month except in July when they will sit on the 1st Wednesday. There is usually no meeting in August.																																						
Approval at appropriate level must received by Tenders Controller																																						
Notify all Tenderers of award decision including preferred bidder(s)																																						
Implement a mandatory minimum standstill period of 10 calendar days after notification of award decision																																						
Issue Offer of Contract signed by 2 members of Executive Team (1 must be the Director of Finance).																																						
Receive Acceptance of Contract																																						
Set up Contractor on AGRASSO for payment																																						
Formal debrief unsuccessful contractors within the standstill period prior to day 7 if required or 15 calendar days of receipt of written request																																						
Send Contract Award Notice to OJEU within 2 Months																																						
Initiate contract management & complete project handover to contract management team																																						
Conduct Post Project Evaluation if value exceeds £xxx??																																						

Note: Be mindful of public holidays.
 * Periods may be reduced in exceptional circumstances - see EU Procurement Legislation Guidance TPP109