

## APPENDIX 1

<b>Tender documentation</b> <ul style="list-style-type: none"><li>• Write Specification</li><li>• Write Evaluation Criteria</li><li>• Write Method Statements</li><li>• Consult on Specification with providers?</li><li>• Talk to estates and arrange lease agreements</li><li>• HR and TUPE of staff</li><li>• Legal Services draw up T&amp;C</li><li>• Present to CRG (contract review group)</li><li>• Write Source Advert</li></ul>	August 14 – April 15
<b>Post OJEU Notice and Issue Invitation to Tender</b>	13 <sup>th</sup> April 15 – 29 <sup>th</sup> May 15
<b>Evaluate bids</b>	30 <sup>th</sup> May 15 – 26 <sup>th</sup> July 15
<b>Notification of intention to award</b>	27 <sup>th</sup> July 15 - 7 <sup>th</sup> August 15
<b>Award Contract</b>	10 <sup>th</sup> August 2015
<b>Handover/transition</b>	7.5 months Until 31 <sup>st</sup> March 2016
<b>Contract Start Date</b>	1 <sup>st</sup> April 16