D	Task Name	May '09	Jun '09	Jul '09	Aug '09	Sep '09	Oct '09	Nov '09	Dec '09	Jan '10	Feb '10 Mar '10	Apr '10 May
1												
2	Tendering of parking enforcement contract		•									•
3	Initial meeting on procurement strategy			ļ.								
4	Resolve issues of asset transfer			L								
5	Get Legal /Procurement opinion on procurement process			<u></u>								
6	Finalise contract strategy			L								
7	Prepare contract summary statement			<u>L</u>								
8	Prepare draft 1 of contract spec.											
9	Submit draft 1			 								
10	Meet to discuss draft 1			<u> </u>								
11	Amend to draft 2											
12	Comments on draft 2			ļ Ļ								
13	Meet to review draft 2			Ĺ								
14	Amend to draft 3			i i								
15	Prepare contract documentation				Ъ							
16	Final set of contract documents ready											
17	Prepare PQQ documents											
18	Post OJEU Notice			<u>L</u>								
19	Lead time for response of expression of interest					Ъ						
20	Close of expressions of interest					<u> </u>						
21	Evaluate expressions of interest					L						
22	Take up references											
23	Document evaluation results											
24	Decide on tender select list											
25	Issue ITT and await tenders											
26	Open tenders						h					
27	Prepare evaluation criteria											
28	Evaluate tenders							<u>L</u>				
29	Reference visits							<u> </u>				
30	Interviews with 2 or 3 tenderers							K				
31	Decide on selected tenderer							Ľ				
32	Resolve clarifications with chosen tenderer											
33	Sign Memorandum of Agreement											
34	Set-up commences								*			





