


Gloucester City Council Procurement		 LINKED TO PROJECT PLAN						
File	Version 1.0	Dates Completed W/E	Start (week number)	End (week number)	Dates Actual W/C	Dates Actual W/E	Status	Comment
QA	Duncan Wood-Allum							
Date	26/01/24							
Activity								
STAGE 1: PROJECT INCEPTION								
1.1	Project inception meeting to establish information requirements, project scope and project plan via TEAMS	11/08/23	1	1	07/08/23	11/08/23	Completed	Completed on 15/08/23
SubTotal								
STAGE 2: PROCUREMENT STRATEGY								
2.1	Development of Procurement Strategy Key Considerations briefing paper. This includes contract length, risk allocation for R&M and utilities, strategic objectives and associated contract KPIs, approach to pricing and concessions, potential investment, evaluation criteria etc.	18/08/23	1	2	07/08/23	18/08/23	Completed	Draft issued on 17/08/23
2.2	Procurement Strategy Workshop with key senior stakeholders to explore and refine key considerations as set out in briefing paper. (On the same day as Spec Workshop)	25/08/23	3	3	21/08/23	25/08/23	Completed	Held on 24/08/23
2.4	Final Procurement Strategy Report with key decisions from Workshop for Cabinet approval.	01/09/23	4	4	28/08/23	01/09/23	Completed	Issued on 30/08
SubTotal								
STAGE 3: PROCURMENT DOCUMENTS								
3.1	Services Specification meeting to explore and refine key requirements to inform drafting of Services Specification document. (Same day as Procurement Strategy Workshop)	01/09/23	4	4	28/08/23	01/09/23	Completed	Held on 24/08/23
3.2	Draft Services Specification document.	22/12/23	5	20	04/09/23	22/12/23	In progress	Next action - SLC to revise draft to encompass any known amendments due to relaunch and reissue to PW - 10 Nov Secondary action: PW to review and return with amendments / actionable responses to comments - 15 Dec SLC to provide further draft iteration by 22 Dec
3.3	Draft ITT document including SSQ and evaluation criteria.	22/12/23	4	20	28/08/23	22/12/23	In progress	Next action - SLC to revise draft to encompass any known amendments due to relaunch and reissue to PW - 10 Nov Secondary action: PW to review and return with amendments / actionable responses to comments, in advance of sharing for discussion with UoG and BCCBS - 8 Dec Discussion with UOG /BCCBS w/c 11 Dec to inform further draft developed by SLC by 22 Dec
3.4	Input into Draft Risk Allocation Matrix and Contract to be produced by legal partners and input into draft contract documents.	08/09/23	5	5	04/09/23	08/09/23	In progress	Sessions held previously with Sharpe Pritchard Next action: SP to share draft for SLC and GCC review, identifying any outstanding areas
3.5	Final Services Specification, SSQ and ITT following client review and input.	26/01/24	23	25	08/01/24	26/01/24		Finalisation of documents following GCC / BCCBS / UoG review (between 22 Dec and 8 Jan)
3.6	Final ISFT document	21/06/24	46	46	17/06/24	21/06/24		
SubTotal								
STAGE 4: PROCURMENT PROCESS								
4.1	Draft FTS Notice - SLC input	09/02/24	27	27	05/02/24	09/02/24		
4.2	Publish FTS notice and commence procurement - 12th Feb 2024	16/02/24	28	28	12/02/24	16/02/24		
4.3	Market interest bidders day and site tours. SLC to attend and produce programme.	01/03/24	30	30	26/02/24	01/03/24		Date to be set for inclusion in ISIT

4.4	Hold evaluation training and preparation workshop via TEAMS	26/04/24	38	38	22/04/24	26/04/24		
4.5	Deadline for Initial Tender and SSQ Submissions - 10th April 2024	10/05/24	40	40	06/05/24	10/05/24		
4.6	Evaluate ISIT quality section submissions (assume 3 Bids). Includes evaluation panel meeting.	07/06/24	41	44	13/05/24	07/06/24		
4.7	Undertake negotiation meetings with bidders.	14/06/24	45	45	10/06/24	14/06/24		
4.8	Commence Invitation to Submit Final Tender in Final Tender Instructions - 24th June 2024	28/06/24	47	47	24/06/24	28/06/24		
4.9	Deadline for Final Tender submissions - 2nd Aug 2024	02/08/24	52	52	29/07/24	02/08/24		
4.10	Evaluation of ISFT submissions (assume 3 bids) including attendance at evaluation panel.	16/08/24	53	54	05/08/24	16/08/24		
4.11	Final evaluation panel meeting.	23/08/24	55	55	19/08/24	23/08/24		
4.12	Preparation of procurement outcome report for internal scrutiny and GCC approval.	30/08/24	56	56	26/08/24	30/08/24		
4.13	COUNCIL GATEWAY Approval of Preferred Partner - Sept 2024	13/09/24	58	58	09/09/24	13/09/24		
4.14	Send letter notifications to bidders - incl. scores and commentary - SLC input.	20/09/24	59	59	16/09/24	20/09/24		
4.15	Standstill period - Sept / Oct 2024	04/10/24	60	61	23/09/24	04/10/24		
SubTotal								
STAGE 5: PROJECT MANAGEMENT AND MOBILISATION								
5.1	Support dataroom with bidder clarifications.	19/07/24	28	50	12/02/24	19/07/24		
5.2	Support with contract mobilisation.	06/12/24	62	70	07/10/24	06/12/24		
5.3	Project management and contingency.	03/01/25	1	74	07/08/23	03/01/25		
5.4	CONTRACT COMMENCES - 2 Jan 2025	03/01/25	74	74	30/12/24	03/01/25		
SubTotal								
ADDITIONAL WORK FOR UNIVERSITY OF GLOUCESTER								
6.1	Hold meeting with University to develop Specification and agree University Specific method statements.	01/12/23	3	17	21/08/23	01/12/23	In progress	Next Action: Meet with UoG regarding proposed changes to specification (based on mark up of documents previously provided to UoG for discussion) Secondary action: Meeting with UoG, GCC and BCCBS re method statements and evaluation.
6.2	Draft University Specification.	22/12/23	15	20	13/11/23	22/12/23		Next Action: Implement agreed approach to specification drafting and issue for UoG review
6.3	Final Services Specification.	26/01/24	23	25	08/01/24	26/01/24		
6.4	Input into University specific contract.	26/01/24	16	25	20/11/23	26/01/24		
SubTotal								
ADDITIONAL WORK TO INCLUDE BLACKBRIDGE COMMUNITY SPORTS HUB								
7.1	Hold meeting with Blackbridge Charitable Community Benefit Society Trust to develop Specification and agree University Specific method statements.	01/12/23	3	17	21/08/23	01/12/23	In progress	Next Action: Meeting with UoG, GCC and BCCBS re method statements and evaluation
7.2	Draft Blackbridge Specification.	22/12/23	15	20	13/11/23	22/12/23		Next Action: Review and implement feedback on specification and reissue secondary draft for BCCBS review.
7.3	Final Services Specification.	26/01/24	23	25	08/01/24	26/01/24		
7.4	Input into Blackbridge specific contract.	26/01/24	16	25	20/11/23	26/01/24		
SubTotal								
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