

Joint Procurement Master Plan – Update # 6 Date – 27.05.08

		Owner	Completion By	Notes
1. PROJECT START – UP				
1.1	Business Case	M. Mackay	Completed	The risk assessment and business case were provided by the Enviro study. The Project Brief has been updated following the meeting with SECE on 07.01.08 and will be presented to the Feb Steering Group for approval.
1.2	Risk Assessment	M. Mackay	Completed	
1.3	Project Brief	M. Mackay	Completed	
1.4	Project Organisation	M. Mackay	In place	Membership of Board and Team finalised and detailed in the Project Brief. Following meeting on 07.01.08 now a three tier structure as described in the updated Project Brief.
2. PRE-TENDER ACTIVITY				
2.1	Budgets	A. Brander	Completed	From MTFP.
2.2	Waste Industry Discussions	M. Mackay	Completed	Exploratory discussions with Verdant, Grundon and Veolia. Draft documents will be presented to the Feb Steering Group and will be finalised for the tender pack to be issued on 04.04.08.
2.3	Contract Terms	J. Banton	Issued	
2.4	Specification	Sally Wilson	Issued	
2.5	Performance Regime	Sally Wilson	Issued	
2.6	PQQ Available	M. Mackay	Completed	
3. TENDER PROCESS				
3.1	OJEU Advert placed	M. Mackay	Completed	Section 3 summarises the main steps in a fully EU compliant procurement exercise (in accordance with the Public Contracts Regulations 2006 – Competitive Dialogue Procedure). The process commences with public advertising of the requirement requesting interested parties to express an interest. This will be a 3 stage process –PQQ, long-list and short-list. Supplier day held on 15.04.08. Exec / Cabinet approvals will be required for short-listing and approval of preferred bidder. Vale Exec meetings on 06.06.08 and 05.12.08. South Cabinet meetings on 18.06.08 and 04.12.08.
3.2	Deadline for EOIs / completed PQQs	M. Mackay	Completed	
3.3	Agree long-list from PQQs	M. Mackay	Completed	
3.4	Invitation to participate in Competitive Dialogue (submit outline proposals - SOP)	M. Mackay	Completed	
3.5	Deadline for SOP	M. Mackay	Completed	
3.6	Short List agreed / Invitation to submit detailed proposals	M. Mackay	27.06.08	
3.7	Deadline for submission of detailed proposals	M. Mackay	12.09.08	
3.8	Deadline for final tenders	M. Mackay	17.10.08	
3.6	Internal approval process Appoint Preferred bidder.	M. Mackay	19.12.08	

4. MPLEMENTATION				
4.1	Migration / Plan	TBA	19.12.08	The migration plan will need to encompass an exit strategy for a change of supplier as well as phased implementation Owners for section 4 activities not required yet
4.2	Communication Plan	Nikki Malin	Draft with Project Board	
4.3	Contract Management	TBA	31.03.09	
4.4	Improvement Plan	TBA	31.03.09	
4.5	Contract Commences	TBA	07.06.09	